



Programme Facilitator (Entrepreneurship, Careers & Employability)

Job type: Full Time (40 hrs/week), potential option of part-time for the right candidate

Location: Based at City of Westminster College Maida Vale Campus

Time period: Initial 12 months fixed term (with a view to extending)

Salary: £31,700- £34,800 (Salary Bands F1-F4)

Start date: Monday 12th October 2026

Apply by: Sunday 6th September 2026

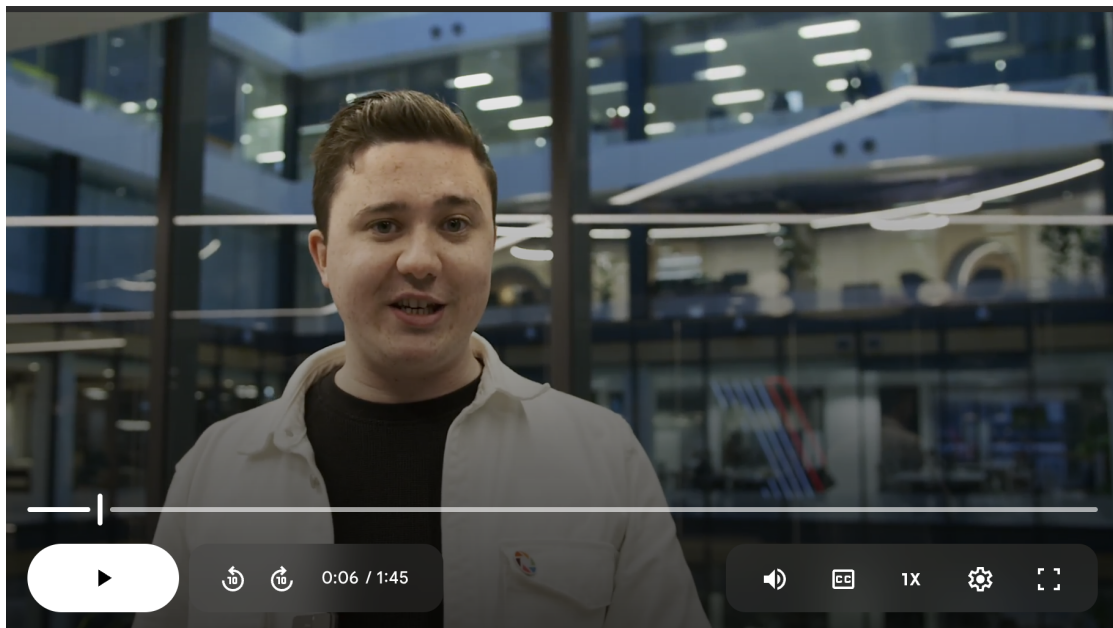
Interview Date/s: Wednesday 16th September 2026

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Job Description - Are you passionate about working with young people and have excellent project management skills?

Join an exciting, fast-paced and growing social enterprise as a Programme Facilitator focussed on delivering entrepreneurship, and wider careers and employability programmes for young people.

You'll be joining an organisation that believes every young person can be a changemaker. By developing young people's skills and confidence, we empower them to shape their lives and the world around them. Watch the short video below to see the impact we're leading and how you could be part of it:



Our programme facilitators are our front line team, delivering innovative and exciting programmes with young people across our network of schools, colleges, businesses and community organisations. We pride ourselves on being innovative, embracing new technology and ensuring that we have young people at the heart of everything we do.



Our Approach to Facilitation

Unloc programmes for young people are unique. Our facilitators use innovative learning tools, both digital and physical, to create engaging events and experiences that young people will truly remember. They champion young changemakers and celebrate their successes, believing in the power of young people. You will play a critical role in growing our unique programmes. Click below to see one of our programmes in action.



Unloc facilitation embodies the following key principles:

- **Participative & Inclusive learning** - all participants are involved in activities, with any additional needs taken into account.
- **Experiential learning** - participants go on a journey when taking part in an Unloc session or programme whereby they have an immersive experience, not seen in most classrooms.
- **Collaborative learning** - all participants have the opportunity to collaborate with peers and session leaders to reach a shared goal.
- **Coproduction** - participants have the opportunity to shape and guide the programme they are taking part in, especially on longer-form programming.
- **Role Modelling** - participants are exposed to and inspired by experts and advocates, relevant to their programme.
- **Innovation** - facilitators use innovative learning tools, both digital and physical, to create engaging events and experiences that young people will truly remember.
- **Technology** - facilitators utilise various forms of modern technology as a tool to effectively engage participants.
- **Reflective practice** - participants and facilitators take part in metacognition - thinking about their thinking.

If this describes your approach to working with young people, we'd love to hear from you!

What we offer



Why should people work at Unloc?

- A fun, driven and passionate team.
- A fixed term post with a view to extending the contract.
- Technology including a **MacBook**, **iPhone** and relevant accessories to make your working life easier.
- Growth: we invest in individuals and are an ambitious organisation.
- The opportunity to work with amazing young people.
- A **flexible** approach to working life and **43 days paid annual leave**; 28 days basic holiday plus a week at Christmas, a week Easter, your birthday (if it falls on a working day) and all bank holidays (not already falling within the Christmas break).
- Access to **PerkBox**, an external employee benefits & rewards scheme.
- A generous workplace **pension** scheme whereby the employer contributes 3% of total employee earnings, rather than the legal-minimum of 3% of employee earnings above the threshold.
- A comprehensive **mental health support** scheme for you and your immediate family through Health Assured including the Wisdom app.
- A full year of **team-building** and **CPD** opportunities.

All appointments are subject to pre-employment checks returning satisfactory results including an Enhanced DBS Check, social media checks and Right to Work checks. We carry out these checks as an organisation that undertakes 'regulated activity' as defined by the Safeguarding Vulnerable Groups (SVG) Act 2006. Please note that such checks will include both spent and unspent convictions. Any candidate with convictions relating to offences against children or other vulnerable people will be deemed as unsuitable to work at Unloc and any job offer will be made on this basis.

The recruitment process is outlined in Unloc's Safer Recruitment Policy available at <https://www.unloc.org.uk/policies-and-procedures/>.



Key Responsibilities:

Organise, plan and facilitate Kick Start courses and 'bootcamp' sessions

- To organise, plan and facilitate weekly Kick Start courses and 'bootcamp' sessions. These are practical, creative and structured courses that cover the key skills and knowledge associated with starting a business. Learning is geared towards creating their own businesses, projects and ideas with students pitching their concepts and business plans to a panel of judges at the end of the programme.

Organise, plan and facilitate Kick Start days and events

- To organise, plan and facilitate one-off Kick Start days and events for schools, colleges and businesses. These are designed to allow young people to explore entrepreneurship and creative problem solving. Young people hear from an entrepreneur, take part in skills workshops and undertake a creative entrepreneurial challenge.

Organise, plan and facilitate Listen Up sessions

- To organise, plan and facilitate Listen Up sessions and events for schools and colleges. These sessions are inspirational talks followed by short workshop sessions to help inspire young people to consider self-employment as a career pathway.

Organise, plan and facilitate Kick Start and Game Plan projects

- Organise, plan and facilitate bespoke Kick Start & Game Plan events (with support from the Operations Manager) for individual businesses, grant giving bodies, schools & colleges.

Working with keypartners to build bespoke programmes

- Liaise and work in partnership with key programme sponsors, corporate clients and key points of contact, including involving them in event planning, inviting them to attend relevant events/sessions and providing them with programme updates. This will include businesses, Local Authorities, schools, colleges and community interest groups.

To support other Unloc projects and programmes

- To aid other Unloc projects and programmes as and when required by the team (in consultation with your line manager). This may include being an additional member of staff on events or collaborating with other team members on a more ongoing basis.

Providing additional support and opportunities for students

- Providing support and additional opportunities for young people you work with where possible.

Person Specification:

Qualifications

Essential:

- GCSE Maths and English at grade A*-C / 9-4 (or equivalent).
- Two A-Levels at grade A*-C (or equivalent).

Desirable:

- Level 2 ICT qualification.
- A Bachelor's Degree in a relevant subject (or equivalent industry experience).

Experience and Knowledge



Essential:

- Previous work with young people.

Desirable:

- Previous experience of working in youth voice and/or youth leadership.
- Previous knowledge of the youth/education sector across Leeds and the wider region.
- Previous experience of stakeholder management.

Abilities and Skills

Essential:

- Ability to prioritise and manage own workload.
- Ability to work both independently and as part of a team.
- High-level communication skills including written and verbal communication.

Desirable:

- High level of skill when using Google Workspace.
- Ability to maintain a professional online image including social media platforms such as Instagram and LinkedIn. This includes promoting Unloc's work and opportunities for young people.

Other

Essential:

- Willingness to undertake staff training and development as required.
- Willingness to travel across the wider region on a frequent basis and sometimes further afield, including travel to Portsmouth 2-3 times a year.

Desirable:

A full UK driving licence.

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