

Programme Facilitator

Job title: Programme Facilitator (Leadership Skills & Student Voice)

Job type: Full Time (40 hrs/week)

Time period: Initial 1-year fixed term (with a view to extending)

Salary: £24,273 - £25,396 (Salary Band F1-F4 + London Weighting)

Start Date: ASAP

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Job Description - Are you passionate about working with young people?

Join an exciting, fast-paced and growing social enterprise as our programme facilitator working with young people based at our new Changemaker Studios space within Lewisham College, Lewisham Way Campus.

Unloc was founded in 2013 by Hayden Taylor and Ben Dowling. Our mission is to empower young people to be innovative changemakers who seek to build stronger communities and sustainable businesses. We develop young people's skills, enhance their potential and boost their determination to succeed. This is encapsulated in our 'Developing Young Potential' tag-line. We work towards our mission by delivering inspiring educational programmes in our network of 200+ schools and colleges.

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 deliver programmes in:

- Employability Skills
- Leadership Skills
- Entrepreneurship
- Student Voice
- Debating Skills
- Youth Consultation

What we offer:

- A fun, driven and passionate team.
- A fixed term post with a view to extending the contract.
- Technology including a MacBook and iPhone 8 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 28 days holiday plus a week at Christmas and all bank holidays (not already falling within the Christmas break); a total of 38 days holiday.
- Access to PerkBox, an external employee benefits & rewards scheme.
- A comprehensive mental health support scheme for you and your immediate family.

Key Responsibilities:

Organise, plan and facilitate bespoke student leadership programmes

- Organise, plan and facilitate bespoke student leadership programmes for individual education trusts, schools and colleges. This will involve building programmes that meet the individual needs and priorities of the commissioning organisation as well as the students' themselves.

Organise, plan and facilitate bespoke student voice programmes

- Organise, plan and facilitate bespoke student voice programmes for individual education trusts, schools and colleges. This will involve building programmes that meet the individual needs and priorities of the commissioning organisation as well as the students' themselves.

Organise, plan and facilitate enterprise days and events

- To organise, plan and facilitate inspiring one-off enterprise days and events for schools, colleges and businesses. These fun-filled events 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 - all before pitching their team's idea back to a panel of judges. This will involve liaising with key points of contact to build a tailored agenda, prepare resources for the events, brief the team in advance and be the lead member of staff on event days.

Working in partnership with key stakeholders

- Liaise with key stakeholders to work in partnership with and promote Unloc's work. This will include Local Authorities, Education Trusts, Businesses and Community Interest Groups.

Providing regular updates to management

- To provide regular (written or verbal) updates to management on current progress and achievements of individual projects you manage, this includes using and keeping each contract's monday.com board up-to-date.

Providing additional support and opportunities for students

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

To support other Unloc projects

- To aid other Unloc projects as and when required by the team (in consultation between you and your line manager).

Not looking for a full time role?

We would like to hear from anyone that is interested in acting as a **freelancer**, supporting our programmes and events on a negotiable day rate basis.

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.
- Previous experience of working in the business world and/or self employment (in some way).

Desirable:

- Previous knowledge of the education sector.
- Previous experience of stakeholder management.

Abilities and Skills

Essential:

- Ability to prioritise and manage own workload.
- Ability to manage complex projects.
- 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 G Suite (formerly known as Google Apps for Work).
- Ability to maintain a professional online image including social media platforms such as Facebook, Instagram, LinkedIn and Twitter. This includes promoting Unloc's work and opportunities for young people.

Other

Essential:

- Willingness to undertake staff training and development as required. This could include the opportunity to undertake a degree level apprenticeship, for example.
- Willingness to travel across the London and Cambridgeshire region on a frequent basis and occasionally elsewhere in the UK.
- Willingness to travel to the Solent Region, including Unloc's Portsmouth HQ, 2-4 days a month.

Desirable:

- A full UK driving licence.

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