



Job Title: Programme Coordinator

We are recruiting a Programme Coordinator to be located in the the South East (ideally in East London or North Kent).

The post will be home-based with travel across the region visiting schools and business partners. Some national travel to support events in other regions will also be required and this will be more frequent at the height of the programme (Nov – Feb) and will involve an overnight stay.

Introduction to Solutions for the Planet

S4TP is an annual STEM (Science, Technology, Engineering and Maths), enterprise and sustainability programme involving teams of 11-14 year olds, from participating schools. These young people are supported by business mentors to develop big ideas to solve big global problems. Teams compete throughout the year, developing their Big Ideas as either school/community projects; small businesses or social enterprises; or initiatives taken on by our business partners.

Following eight successful years delivering the programme in Yorkshire, the new Board of Directors decided to begin expanding the programme nationally in 2013, with a focus on working in partnership with companies in the energy, utility, construction and manufacturing sectors. In September 2014 we launched the programme in the West Midlands (Wolverhampton & Solihull) and in September 2015 in the South East (East London & Kent). In 2017 we will be expanding our Yorkshire region to cover the North of England and Scotland and our South East region to cover Portsmouth.

We are looking for an individual who can flourish in the roles alongside the evolution of the organisation. The post-holder will need to be comfortable with remote management (by their line manager) and working without day-to-day supervision.

This is an exciting time to be joining Solutions for the Planet at a time of significant growth and development and will require a “can-do” and “muck-in” attitude.

Our Vision: A generation of young people ready and able to respond to 21st century sustainability challenges.

Our Values:

1. Sustainability
2. Responsibility
3. Communication
4. Creativity and Innovation
5. Partnership and Collaboration

Reports to: Chief Executive Officer

Works internally with: 2x Regional Coordinators, interns and volunteers as recruited

Works externally with: Business partners, schools/teachers, young people (aged 11-14) and other local stakeholders



Role responsibilities

Programme delivery

- Secure target number of schools to participate in the programme, in your region
- Support regional partners to promote mentoring opportunities within their business
- Organise and deliver training for teachers and business mentors
- Follow up with teachers and mentors after training and all other engagements in the programme, to maintain relationships and engagement in programme
- Liaise with lead teachers to organise Big Ideas Day(s) in each school
- Promote Big Ideas Days and mentoring sessions to business mentors, ensuring there are enough at each day/session
- Facilitate Big Ideas Days with up to 200 young people
- Support schools with running the programme after the Big Ideas Days, including attending mentoring sessions, supporting students with Big Ideas and providing resources as necessary
- Organise and chair the regional Shortlisting Panel (1st stage judging), including identifying suitable judges for the panel
- Manage the competition submission process - collate and shortlist all submissions
- Write and collate all feedback for each team after shortlisting, semi-finals and national finals
- Secure local university partners to host the semi-final event(s)
- Undertake monitoring and evaluation of all stages of the programme in your region and write annual report for your region

Management, Admin and Communications

- Manage volunteers and interns in region (as required)
- Undertake own administration for the regional programme
- Maintain office space to a professional standard
- Manage the regional programme budget
- Report on progress at quarterly meetings with colleagues
- Maintain contact database of schools and business partners in region
- Maintain and update your region's section on the website and ensure key partners are added to mailing list

Regional Development

- Develop networks with local / regional third, public and private sector organisations
- Identify local funding opportunities and make recommendations to grant writer in the team

You will also be required to support with the following areas of work across the organisation:

- Development of the regional partnership (attending update meetings, minute-taking, attending events, organising opportunities for networking/learning)
- Development of programme resources and materials as required
- Development of ongoing learning and networking opportunities of mentors and teachers across your region
- Support Communications and Public Relations across the organisation
- Organisation and coordination of the national final in London
- Assist delivery of events in other regions as required



In addition to the above the Coordinator will be asked to lead in a ‘specialist’ area. This specialist area is outlined in the table below. Please outline how you meet this area of experience sought.

Resource development and additional projects
<ul style="list-style-type: none"> • Developing programme content and delivery including training materials, Big Ideas Day activities, presentation skills training and mentoring support • Coordination and support of Do It For Real programme (www.solutionsfortheplanet.co.uk/programmes-and-impacts/) • Coordination and support of work experience placements in partners’ companies • Management and administration of work experience programme • Other activities to help us achieve our objectives

Person Specification

Criteria	Essential	Desirable
Skills & Knowledge	<ul style="list-style-type: none"> • Ability to work with young people (aged 11-15) and confident speaking/ delivering information to groups of young people • Excellent interpersonal, written and verbal communication skills • Ability to work with a wide range of external and internal stakeholders • Excellent planning and organisational skills • Ability to manage own workload, multiple priorities and work to tight deadlines • Ability to deal with complexity and manage uncertainty • Demonstrates a can-do attitude, willing to go the extra mile • Ability to organise and manage events 	<ul style="list-style-type: none"> • Education/Youth Development Sector • Energy, utility and construction sector • STEM or enterprise education
Qualifications:	<ul style="list-style-type: none"> • Maths, Science and English GCSE (A*-C) 	<ul style="list-style-type: none"> • Degree in Education, Business or Sustainability
Competencies and Behaviours:	<ul style="list-style-type: none"> • Solutions-orientated - Ability to work on own initiative to find creative solutions to problems 	



	<ul style="list-style-type: none"> • Flexible – ability to work some early mornings/evenings occasionally to support events and programme activities • Team Player - Ability to work both independently and as part of a team • Passionate – committed to supporting young people’s education and sustainable development • Adaptable and responsive to emerging needs and priorities • Uses initiative to achieve agreed goals • Ability to travel across the region and attend meetings/events throughout the UK, with occasional overnight stays • Professional and personable • Demonstrable commitment to lifelong learning and continuous professional development • Satisfactory DBS check • A proven track record of commitment to fairness and equal opportunity 	
<p>Experience of:</p>	<ul style="list-style-type: none"> • Using Microsoft Office (Outlook, Word, Excel, PowerPoint), file management and CRM systems • Coordinating and delivering projects • Facilitating training or educational activities with diverse audiences (e.g. businesses, teachers and pupils) • Developing and maintaining networks and partnerships for business development • Relationship management and working with multiple partners to deliver agreed objectives 	<ul style="list-style-type: none"> • Supporting people to design and develop innovative/new projects, enterprises or campaigns • Developing new ways of working in a small organisation/team • Working with or in the energy, utility or construction sectors (or other STEM / green economy industries) • Working in or with the education/youth development sector

Employment Terms:

Salary: £22,500 per annum

Start date: Beginning August 2017 (or as soon as possible)

Contract: 12 months

To apply please email:

- A covering letter explaining your interest for the role and how you meet the criteria in the person specification (no more than 2 A4 pages long)
- An up-to-date CV (no more than 2 A4 pages long)

Email these to Jen.baughan@solutionsfortheplanet.co.uk by the **application deadline at 12.00pm (noon) on Friday 16th June 2017.**

Shortlisted candidates will be invited for a telephone interview, followed by a face-to-face interview during the w/c 19th June 2017.