



The Brokerage Citylink
Programme Coordinator – Job Description

The Brokerage is an independent charity based in the City of London. Working in partnership with companies and institutions within the financial services sector, we aim to raise the aspirations of the young people in inner-London and ensure they are aware of the career opportunities in the City. Each year, our workshops give around 2,000 young people the opportunity to visit the office of a City organisation and experience firsthand the environment of one of the world's most successful financial centres.

We are looking for a Programme Coordinator to join the Schools Team, which manages several different programmes. The Programme Coordinator will need to be flexible regarding which programmes they will manage and assist with. Each year the team runs more than 150 workshops in The City and Canary Wharf for 12 – 18 year olds, as well as going into schools across London, as part of our Outreach programme. This may involve attending careers fairs, enterprise days, running work experience preparation sessions or CV and mock interview days. Workshops generally look at the history of the City, its significance, the skills and qualities employers look for and how young people can develop and demonstrate them.

The team works closely with the City businesses who host workshops, provide employee volunteers and support the programme financially. The Programme Coordinator will also liaise closely with schools in the boroughs in which we work to encourage them to take part in our various programmes.

The person specification reflects the need for the right candidate to be a strong team player, willing, adaptable and able to help wherever necessary: daily activities might include running a workshop with a group of 16 year olds, designing workshop plans or meeting with our corporate supporters in the City among other tasks.

Key accountabilities:

Working with the team to organise workshops. This will involve liaising with both schools and businesses to ensure all the appropriate arrangements are in place. We can be running up to three workshops a day during peak times, so it is vital that we are well organised.

Maintaining existing relationships with corporate supporters and seeking to create new partnerships wherever possible. This may involve representing The Brokerage at City or

education networking events, conducting meetings and seeing through the process from initial contact to a working partnership.

Preparing for and delivering workshops to young people. Involvement in workshops will depend on the time of year, however you will probably be out approximately 3 times per week. You will need to have a flexible approach and be calm under pressure.

Ensuring that appropriate paperwork and documentation is in place to ensure the safety and well being of young people.

Completing any appropriate monitoring and feedback as required by funders of the programme and for The Brokerage's own records. The Programme Coordinator must also keep adequate records for the running of the programmes; this might involve financial documents and budget keeping.

Thinking creatively to come up with new ways of expressing our message and teaching young people about The City and the career opportunities available. This is an opportunity to use your creative and IT skills to think of ways to keep our workshops up to date.

The Brokerage is a small team and the right candidate will be committed to the organisation as a whole, willing to help where necessary and contribute ideas that will take the charity forward.

Programme Coordinator – Person Specification

Essential:

Presentation skills: you will need to be confident at presenting clearly and concisely to both groups of young people and to corporate supporters. A flexible and engaging presentation style is very important.

Organisation: the right candidate will have strong administrative and organisational skills with a conscientious approach, good attention to detail and an understanding of the importance of 'getting it right'

Communication and networking: as part of a small busy team, good internal communication is vital. The role also involves building and maintaining relationships with our corporate supporters, schools and funding agencies.

Team working: as a small organisation we work together to take the charity forward. The right candidate will be happy to work not only in the Schools Team but across the organisation in order to 'get the job done'.

IT: you will need to be confident using basic Microsoft Office applications for general administrative office tasks as well as for the production of workshop materials and presentations.

Flexibility: the right candidate must be willing to get involved in whatever our small but effective team has to deal with. Working with young people from different backgrounds and abilities invariably means you need to be flexible, able to cope with change and think on your feet!

You will be working with young people on a daily basis, therefore on joining The Brokerage you will be required to undergo an enhanced Criminal Records Bureau check.

Desirable:

A background in The City or education and training or corporate/ charity partnership working.

Experience of project development and management.

An understanding of inner city issues, social mobility, diversity or young persons' issues.

Advanced capability in PowerPoint/Excel/ InDesign in order to produce marketing and workshop materials.

Terms and Conditions

- Salary Circa £27k
- Employer contribution to pension equivalent to 10% of salary
- 35 hours per week, flexible around core hours of 10 -4pm (also depending on workshops in diary)
- 25 days annual leave
- 2 volunteering days per year (14 hours), paid leave to participate in a project of your choice
- Season ticket travel loan
- Annual Eye tests
- Based at 65 London Wall, London EC2M 5TU

If you would like to have any further information regarding the post, please email Frank Funnell (Business Development Manager) on: frank@thebrokerage.org.uk

How to apply

Please send a CV and covering letter by 5pm on Monday 9th August to:
Frank Funnell (Business Development Manager) to the address above or to
frank@thebrokerage.org.uk

First Interviews are likely to take place week commencing 23rd August 2010. Only short listed applicants will be contacted.