

## Programme Coordinator & Workshop Facilitator

**Hours:** 35 hours per week, flexible working considered

**Salary:** £24,000-£27,000 + 7% pension contribution (depending on experience)

**Location:** Hybrid: c.2 days in office (Moorgate, London)/remote.

**Reports to:** Senior Programme Manager

### **If you have the following, this job may be for you...**

- Are you confident delivering presentations and workshops online and in-person?
- Do you have experience working with young people?
- Are you organised and enjoy learning new things?

If so, come and join our team!

### **Overview**

For 25 years The Brokerage has been supporting talented, less advantaged young people to fulfil their potential through improved awareness and access to professional career opportunities. We are now at an exciting and dynamic point having launched a strategic redirection that has seen us work with corporate partners in a deeper, more meaningful way. This complements our programmes for young people by ensuring that organisations create environments where our young talent will thrive. [Thought leadership](#), supporting corporates with culture change, innovative new services, campaigning and thought leadership now sit alongside our youth-focused mission. We are fast-growing and have doubled in size over the past year.

We are now looking for a Programme Coordinator and Workshop Facilitator to join our collaborative, diverse, mission-led team to help us organise and deliver workshops and mentoring schemes to young people and our corporate partners.

### **Role purpose and main responsibilities**

As a Programme Coordinator & Workshop Facilitator, you will take the lead on delivery of workshops whilst working in a highly collaborative and flexible way alongside the wider team.

- **Deliver workshops** – deliver a range of online and face to face employability based workshops to young people aged 16-25; and workshops on the lived experience of your young people to corporate partners.
- **Undertake necessary administrative tasks** – to ensure the preparation and smooth running of our workshops and events, including the maintenance of student and volunteer records using the CRM database (Salesforce).

- **Contribute to new ideas and ensure best practice** – by providing feedback, taking a creative approach to delivery whilst maintaining the high standard of our sessions.
- **Support our mentoring programmes** - help oversee a number of mentoring programmes, develop mentoring resources, deliver mentor and mentee training and facilitate mentoring sessions both in person and online.
- **Maintain excellent relationships** – with corporate partners, volunteers, and schools, seeking to create new opportunities wherever possible; and building relationships with our young people including regular monitoring of their progress.
- **Complete monitoring and feedback** - ensuring feedback is completed by workshop participants and volunteers and is fed back to host companies and input for The Brokerage's own records on Salesforce.
- **Support the research and updating of collateral** - both young person and corporate facing, including The Brokerage's candidate newsletter, resources for the online candidate hub various assets and toolkits for corporate partners.
- Undertake other duties as deemed appropriate.
- Some travel to locations around London and occasional out of hours' work as required.

## What we are looking for (Our wish list)!

We are not expecting you to tick every box below, but we are looking for someone who has a passion for workshop facilitation and working with young people. If you are confident that you are the right candidate for this role but don't quite meet 100% of the criteria, be bold, apply anyway!

### The Essentials

- Knowledge and/or a keen interest in issues surrounding social mobility, and the challenges young people face when deciding their future careers
- Relevant lived experience (i.e. the experience of the challenges faced by those from less-advantaged and/or Black, Asian or other ethnic minority backgrounds)
- Excellent written and verbal communication
- Experience working with young people
- Excellent time management skills and the ability to work well under pressure.
- Confident in meeting a variety of new people and presenting to new audiences.
- Outstanding organisational skills.
- Adaptable with a growth mindset, open to feedback, learning and development
- Excellent IT skills, including demonstrable usage of Microsoft Office suite.
- Knowledge and experience of relevant child protection and safeguarding issues

### Desirable

- CRM databases (e.g. Salesforce or equivalent) and social media

## Benefits:

- 25 days' paid annual leave plus Bank Holidays
- 2 days' paid volunteering leave
- 7% employer contribution pension
- Season ticket loan and a range of other staff benefits
- A range of discretionary well-being and reward perks (additional days off, vouchers, coaching, mindfulness sessions etc)
- A collaborative, diverse, mission-led team that works within a trust-based environment that provides freedom, flexibility and autonomy.

## How to apply

Please send a copy of your **CV** and completed **application form questions below** to [admin@thebrokerage.org.uk](mailto:admin@thebrokerage.org.uk).

**Closing date has been extended. Please note interviews will be taking place on a rolling basis and this vacancy will close once we find the right candidate.**

Please get in touch with us at [admin@thebrokerage.org.uk](mailto:admin@thebrokerage.org.uk) if you would like to find out more about this role; we are happy to answer any questions you may have!

## **Application Form**

Please complete and return this application form along with a copy of your CV to  
admin@thebrokerage.org.uk

<b>What experience do you have facilitating workshops and working with young people (particularly less advantaged young people)? (200 words max)</b>
<b>Please outline how the rest of your past experience (lived and professional) makes you the right candidate for this role (paying close attention to the job description) (200 words max)</b>
<b>Please outline any gaps or areas for development you may have (200 words max)</b>
<b>What are you looking for from a role and team; and what would you bring to our team culture? (200 words max)</b>
<b>Notice period &amp; Salary Expectation</b>