



A leadership programme to open pathways to power
for 19-25 year olds



UpRising Leadership: a charitable company limited by guarantee registered in England and Wales
Registered Charity No. 1149905 | Company No. 8252639 | Registered at above address

Programme Coordinator

Manchester – full time position, though part time could be considered- Deadline 18 September 2013 – Interviews begin week commencing 23 September 2013.

Application is by CV and covering letter outlining your experience and how you fit the role to hello@uprising.org.uk with the subject heading Manchester Programme Coordinator.

UpRising is a leadership programme for 19-25 year olds. Our mission is to open pathways to power for talented young adults from diverse backgrounds, and to equip them with the knowledge, networks, skills, and confidence to transform their communities in Britain and beyond for the better.

We are looking for a Manchester based Programme Coordinator to support the delivery of all aspects of our work across the Manchester region.

The role will involve working closely with the Regional Manager to ensure that the programme is engaging and delivered to a high standard. You will play a key role in recruiting participants (UpRisers) on to the programme, and supporting their development throughout the programme year. You will lead on organising a range of events for UpRisers and you will facilitate events for our alumni group, the Emerging Leaders Network.

The ideal candidate will have experience of working with young people in the voluntary, leadership, or youth sector, and will be passionate about youth development and improving social mobility.

This is an exciting opportunity to join a small and dynamic team and contribute to a growing organisation.

Remuneration and benefits: Salary starting at £18,000 per annum, 6.5% employer pension contribution, 28 days holiday per year.

About UpRising

UpRising is a leadership programme for 19-25 year olds. Our mission is to open pathways to power for talented young adults from diverse backgrounds, and to equip them with the knowledge, networks, skills, and confidence to transform their communities in Britain and beyond for the better. We have been delivering programmes since 2008 in London, Manchester, Birmingham, and Bedford, and have a growing alumni group of 450 young people.

Our Patrons are Prime Minister, Rt Hon. David Cameron MP, the Deputy Prime Minister, Rt Hon. Nick Clegg MP and Opposition leader Rt Hon. Ed Miliband MP.

For more information about UpRising please visit <http://www.uprising.org.uk>

Job description

Programme Coordinator

1. Main purpose and scope of the job

Responsible for supporting the delivery of the UpRising programme, and ensuring that the programme is delivered to a high standard. Provide coordination support to the Regional Manager on matters including PR, fundraising, and recruitment.

2. Position in the organisation

Reports to: Regional Manager

3. Duties and key responsibilities

3.1 Programme delivery

- Administer the programme through implementation of module requirements e.g. securing venues, speakers and catering.
- Ensure that the quality of the UpRising programme is consistent and in line with the agreed curriculum and expected quality outcomes.
- Coordinate the UpRisers, and act as the first point of contact for participants.
- Support the Regional Manager to implement a successful recruitment strategy to ensure the recruitment of a diverse, high calibre participant group.
- Support UpRising social action campaign groups to achieve successful outcomes.
- Carry out other associated duties as may arise, develop or be assigned.

3.2 Stakeholder management

- Be the first point of contact for all external stakeholders, including mentors, coaches, local advisory board and organisations when it comes to programme delivery.
- Support the Regional Manager to maintain relationships with all relevant external stakeholders and organisations.
- Support Regional Manager to manage relationships between UpRising and programme stakeholders, ensuring delivery of modules and sustained engagement.

3.3 Emerging Leaders Advisory Board

- Provide administration support in overseeing the Emerging Leaders Advisory Board.

3.4 Fundraising

- Contribute to bid writing and relationship building in support of regional and national fundraising.
- Support the Regional Manager in creating presentations for fundraising bids.

3.5 Monitoring and Evaluation

- Manage participation and outcome data, maintain key programme data, collate information onto the database and produce relevant reports.
- Responsible for conducting entry and exit interviews with participants.

3.6 Local press and PR

- Support Regional Manager in developing relationships with local press (including hyperlocal blogs and websites) to gain local programme coverage.
- Collaborate with the Operations Manager in ensuring that social media is effectively used.
- Ensure that programme information, e.g social action campaign and participant progression routes, is kept updated.

3.7 Key events

- Support the Regional Manager in planning and organising key events across the programme, including the leadership retreat, various mentor events and the regional graduation.

General responsibilities

- Be proactive in keeping up to date with developments affecting the work at hand and maintain and improve personal competence through continuous professional development.
- Take direction on projects and priorities from the Regional Manager, which may vary from time to time.
- Work to administration and communication protocols efficiently to ensure that organisational systems and procedures are implemented.
- Abide by all organisational policies, codes of conduct and practice.
- Support diversity and equality of opportunity in the workplace.

Person specification
Programme Coordinator

	CRITERIA	Criteria Tested At		
		Application	Interview	Test
EXPERIENCE	Relevant experience working in the Voluntary Sector this could include the following transferable experience:			
	<ul style="list-style-type: none"> Working with a range of stakeholders and partnership working or strategic networking spanning voluntary, leadership, or youth sectors 	✓	✓	✓
	<ul style="list-style-type: none"> Plan, deliver, and evaluate programmes and events 	✓	✓	
	<ul style="list-style-type: none"> Provide general support to projects involving and engaging young people 	✓	✓	
	<ul style="list-style-type: none"> Develop and maintain effective systems for collecting, collating and reporting information 	✓	✓	
SKILLS AND ABILITIES	<ul style="list-style-type: none"> Good and clear communication skills face to face and on the phone or email 	✓	✓	
	<ul style="list-style-type: none"> Ability to troubleshoot difficult situations, and deal with such situations calmly, efficiently and effectively. 	✓	✓	
	<ul style="list-style-type: none"> Writing skills: production of monitoring reports and the ability to write succinct documents on complex areas. 	✓	✓	✓
	<ul style="list-style-type: none"> IT skills at a level that supports report writing, email, internet and database. 	✓	✓	✓
	<ul style="list-style-type: none"> Time management and organisational skills. 		✓	
	<ul style="list-style-type: none"> Ability to engage and motivate others. 		✓	
	<ul style="list-style-type: none"> Self-motivated with ability to work alone but can also work co-operatively and flexibly as part of a team. 		✓	
	<ul style="list-style-type: none"> Ability to stay focused and efficient in the face on changing priorities. 	✓	✓	

KNOWLEDGE	Regulatory requirements and best practice guidance relating to: <ul style="list-style-type: none"> • Young people and their ability to reach their potential • Databases and report writing. • Web based communications. 	✓ ✓ ✓	✓ ✓ ✓	✓ ✓ ✓
EDUCATION/ TRAINING	No one specific qualification is required, but evidence of recent continuing professional development in a professional area relevant to the post will be required. This could be for example: Youth work; Project management; Administration	✓	✓	
PERSONAL ATTRIBUTES AND OTHER REQUIRE- MENTS	<ul style="list-style-type: none"> • Confident and adaptable • Able to work in a fast moving environment with multiple deadlines • Ability to travel extensively within the geographical area of work and occasionally across the UK • Ability to work some evenings and weekends and stay overnight where necessary • Commitment to anti-discriminatory practice and equal opportunities. An ability to apply awareness of diversity issues to all areas of work • Works well in a team 	✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓ ✓	