



UpRising

Programmes Delivery Trainee

Job Description and Competencies



Our Mission, Vision and Values

Our Mission is to... open up the pathways to leadership for talented young adults from diverse and underrepresented backgrounds and to equip them with the knowledge, networks, skills and confidence to fulfil their leadership potential, find new opportunities and transform the world around them through social action.

Our Vision is for... public leaders to better reflect and represent the communities they serve; with the motivation and character to bring about a substantial shift in power, enabling more people to take charge of their future and positively change their communities.

Our Values are...

1. Diversity

- Cross-party: Our mission is best served with support from each of the main political parties, who share our passion for representative leadership.
- Cross-sector: We support young people to make change happen, which involves the contribution of politics, private, public, and not for profit sectors.
- Representative power: We believe that society will benefit from more diverse and representative leadership.

2. Collaborative networks

- Pathways to power: We help young people learn from those in positions of power and encourage the generous sharing of networks and knowledge.
- Networks: Our mission is often best delivered in partnership with other organisations. We will work hard to develop and nurture productive networks.

3. High performing

- Initiative: We are entrepreneurial in responding to opportunities. We encourage young people to take action to improve the world around them.
- Performance: We keep our promises and deliver on our obligations. We track and prove our impact.

UpRising Staff

Employees who enjoy working for UpRising are committed to our vision of 'changing the face of power', they believe that young people from ethnic minority and working class backgrounds are able to affect change both for themselves and their communities to help overcome systematic injustice.

They are:

- Professional in their approach.
- Knowledgeable, passionate about, and committed to, equality, diversity and inclusion.
- Passionate about supporting young people (18-25) and are interested in what young people have to say.
- Flexible and adaptable, happy to work across multiple projects, programmes, and ideas.
- Collaborative: happy to work with others and on their own. They are willing to try new things and take the lead without being asked.
- Proactive: able to take charge of their own personal and professional development, seeking new opportunities for themselves, the young people UpRising serves and the organisation.

The young people (18-25) we work with

The young people UpRising works with come from ethnically diverse and working-class backgrounds. They are motivated to create change for themselves and their communities but often lack the social, cultural and economic capital and networks to navigate competitive employment and leadership environments. They may also face discrimination because of their ethnic or class background. Our work seeks to redress the unequal access to meaningful employment and positions of leadership in society.

Our Programmes

UpRising has three core programmes for 18-25-year olds - **Fastlaners** (our employability programme), our **Leadership Programme**, and **Environmental Leadership Programme**. All of these are delivered online with a focus on experiential learning. Each offers intensive part-time support (delivered over 1 - 12 months).

In addition to this portfolio of programmes, we are responsive to work in partnership with other organisations to design customised programmes that deliver both our mission and their organisational priorities.

Job Description: Programmes Delivery Trainee

Reports to: Programmes Delivery Trainee

Hours: 37.5 hours per week, fixed term contract 3 months (open to negotiation)

Dates: Ideally February start

Salary: [Living wage](#)

Job requirements: A DBS check, obtained through UpRising

About the Programmes Delivery team

UpRising's tried-and-tested core programmes are built on more than twelve years of experience of face-to-face work with young people in social action, leadership development and employability. Over Summer 2020, in response to the Covid-19 emergency, we began to take these programmes online - to enable us to deliver wherever a young person has access to a smartphone, tablet or computer - to reach more participants, and to do so in a way that reduces barriers to access and learning.

The Programmes Delivery team – which this role is part of – is at the heart of ensuring our programmes are delivered to the approved quality standards across all areas of delivery. They will lead a cohort of young people through a range of programmes, whilst also demonstrating key understanding in online facilitation and techniques for engaging participants remotely.

About the role

Key functions and responsibilities of the role:

Programmes Delivery Trainees will support the successful delivery of UpRising's suite of programmes. This includes – but is not limited to:

- Supporting delivery and facilitation of programme content
- Supporting programme participants to engage with content
- Supporting online platform management
- Supporting monitoring and evaluation of programme impact as required
- Supporting programme administration including data entry

What you can expect from us:

- A chance to develop your skills and experience in the workplace
- An open, welcoming and collaborative atmosphere where your experience and ideas will be heard
- Regular meetings to review and support your progress and development

- The opportunity to participate in and benefit from programme sessions offered
- The opportunity to benefit from a professional coach and/or mentor
- The opportunity to benefit from 1-2-1 CV and cover letter feedback

Requirements:

- You must be aged 18 or over and have the right to work in the UK
- This is a training and development role therefore no particular qualifications or prior experience is required
- Flexibility to work some evenings and weekends (time off in lieu offered)

Person Competencies

What are we looking for:

- You have an affinity with UpRising's mission, vision and values and are energised by its purpose. You may have lived experience and/or an understanding of the critical issues surrounding equality, inclusion and diversity. You believe that, with the right support, everyone has potential to achieve excellence, whatever that means for them
- You have an interest and/or experience in working with young people
- You are a good communicator and wish to develop your skills in delivering sessions to young people
- You have good computer skills. Experience with tools such as Zoom, Mural or Google Classroom, and CRM systems such as Salesforce would be useful but is NOT essential and we'll provide training
- You are proactive and show initiative
- You are well-organised and have good attention to detail
- You are a good team player and used to working with others to achieve shared goals and follow shared plans
- You have a good standard of written work
- Ideally based in Greater Manchester or with knowledge of the region (but would be working from home)