**The Young Foundation recruitment pack**

**Project Coordinator**

## Our mission is to develop better-connected, stronger communities across the UK.

### Our approach

#### We understand

Working with local people, governments, businesses and policymakers, we develop original research to uncover insights, new evidence and data to support social innovation.

#### We involve

Actively involving people in research and innovation, we strengthen the relationships between communities and the organisations that influence their wellbeing.

#### We innovate

Creating initiatives that involve people from diverse sectors, we support game-changing ventures and incubate ground-breaking organisations, working to shape a fairer future.

**The Young Foundation** is the UK’s home for community research and social innovation. As a not-for-profit, we drive positive change and supporting collective action to improve people’s lives.​

Job advert

**Role:** Project Coordinator

**Salary:** £25,000 - £33,000 per annum (dependent on experience)

**Location:** Remote – UK based. Our offices are in Toynbee Hall, East London, but we welcome applicants from across the UK who do not wish to relocate. You should be willing to travel to our London office for team and project meetings up to six times per year. You may be required to travel nationally for project delivery (these project costs will be reimbursed).

If you are working from home and based outside the M25, we can cover the cost of six return journeys to Toynbee Hall a year if you earn under £30k (full time). Full details will be provided.

**Hours:** Four-five days a week (flexible – minimum 28 hours/ week).

The Young Foundation supports a 4.5 day working week and staff work this, wherever possible (pro rata for those working less than a 35 hour week).

**Contract:** Permanent, starting ASAP

**Benefits**: 25 days annual leave plus three office closure days between Christmas and New Year. We also currently provide two well-being days per year. Staff are signed up to one of two pension schemes.

**About The Young Foundation**

The UK faces significant social, economic and environmental challenges, which demand urgent collective action.

Today, The Young Foundation’s mission is to develop better-connected communities and shape a fairer future. Together with individuals, organisations and policy-makers, we explore new ways to tackle the issues people tell us they care about.

We believe that stronger communities, where people have influence, will secure the greatest wellbeing in society. That’s why we work with local people; to understand the issues affecting them, involve them in research, and innovate with them to drive positive change.

**About the role**

We are looking for a Project Coordinator to join our growing Innovation and Practice team. The role will involve successful co-ordination of the team's diverse portfolio of projects, working across communities, public sector and business. The role will offer a unique opportunity for you to work across a range of programmes that bring communities, organisations, and policymakers together to shape a fairer future, driving positive change and supporting collective action to improve people’s lives. The types of projects you might find yourself working on could include:

1. Working alongside civic leaders to support the facilitation of workshops to grow their confidence and capabilities to influence change in their local areas, regionally or nationally.
2. Coordinating projects that bring together public sector leaders, frontline practitioners, and communities to reimagine the future and take practical collaborative action to design and test new ideas, new ventures, and new ways of organising and mobilising for social change.
3. Supporting large corporates, local businesses and social enterprises to shift their social and environmental strategies to create a more equitable and sustainable future by convening key stakeholders through events, writing blogs and facilitating discussions.

The role will be essential to supporting delivery of our projects and will require excellent project management, communication and relationship management skills. As our team grows, we need someone who can efficiently coordinate our growing portfolio of projects and communicate effectively with the rest of the team and partners.

**How to apply**

Please send the application form and your CV to [applications@youngfoundation.org](mailto:applications@youngfoundation.org).

The closing date for applications is noon 9 June 2023.

The selection process will consist of a virtual interview and task. Shortlisted candidates will be informed by Friday 23 June 2023

**Interviews will take place 28 or 29 June via video-call and second round interviews to take place 6 July 2023.**

The Young Foundation is an equal opportunities employer and as part of our commitment to increasing the diversity of our team we actively encourage people from Black and Ethnic Minority or other under-represented groups to apply for this role. We positively encourage applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

You must have the right to live and work in the UK. Applicants who require a work permit in order to take up employment will not be considered.

Please complete our online [Equality and Diversity Monitoring Form](https://forms.office.com/pages/responsepage.aspx?id=3kJa0Xikt06dUGfNM-2wbmOkHf8mcqxItM1F1HonCAJUQU85NjNCNUdUNkIySFhNSjc0RlUyWkVXTi4u&web=1&wdLOR=c646BC231-CD7B-4383-B886-002D484E5676)  This information will not be seen by the hiring manager or impact your application.

Upon submitting your application, you will receive an automated response to say we have received your application.

Please note that we review applications after the closing date and we regret that we will only be able to reply, and give feedback, to short-listed applicants.

**Job description**

We are looking for a Project Coordinator to join the growing Innovation & Practice team. The role will offer a unique opportunity for you to work across a range of programmes that bring communities, organisations, and policymakers together to shape a fairer future, driving positive change and supporting collective action to improve people’s lives.

About the role

The role will support the delivery of social innovation through the coordination of projects across the team. You will work across all three areas of the team; communities, systems change and social business. There will be the opportunity to gain a deeper understanding of the different areas of focus and the chance to upskill in facilitation, coaching, and innovation methods.

Your responsibilities will include:

1. Supporting the delivery of a portfolio of social innovation projects on a national and local scale through effective project coordination.
2. Track and update project plans, budgets, forecasting and expenses to ensure projects run on time and to budget.
3. Managing event logistics including sourcing venues, catering, accommodation and travel for staff and participants of our projects.
4. Leading on communication with stakeholders, this could be young people, senior managers, businesses or internal colleagues.
5. Supporting the reporting, monitoring, evaluation and learning of projects and any other funding requirements.
6. Communicating the impact of projects with partners and with local communities.
7. Developing and sustaining strong partnerships and networks.
8. Supporting the development of the team by sourcing learning opportunities and organising peer learning opportunities.
9. Responding to external enquiries and managing team inboxes.
10. Managing face-to-face, online, and print content to promote programme activities and impact - adapting the communication style to suit a range of audiences.
11. Writing minutes for key meetings/workshops, capturing and communicating actions.
12. Writing options appraisals to put forward proposals for decisions e.g. venue proposals, use of new software etc.
13. Undertaking basic desk research to support scoping of projects and team development/training opportunities.
14. Draft communication materials to support delivery of projects e.g. blog posts, website copy, social media.
15. Work across the organisation to share best practice with a focus on building relationships and sharing learning with our Research and ICS team.
16. Working in different environments - both office-based, virtual and in real life workshops with partners (could include very occasional evenings and weekends).

Any other duties as required by the line manager in line with the grade of the post.

About you

You will be a natural collaborator and problem solver, able to communicate effectively with internal team members and external partners to progress projects. You will be highly organised, efficient and reliable. You will share our mission to create stronger communities across the UK and will enjoy learning from the range of people we collaborate with and the projects we work on. You will be enthusiastic and ready to get stuck in! You will be comfortable working independently and remotely but have a willingness to travel across the UK for company meetings (London) and delivery of projects (possibly national).

**Experience**

* Experience coordinating multiple projects and being responsible for creating and updating project plans, budgets, events and logistics.
* Experience using a range of communication methods with a varied audience i.e. young people, senior managers etc.
* Experience supporting the facilitation of virtual and in real life events and workshops (using zoom, miro and other tools).
* Experience drafting content for a range of audiences and using different mediums e.g. blog posts, website copy, newsletters.
* Experience driving forward projects by ensuring practical steps are taken to meet key milestones and meet requirements.

**Skills**

* Excellent communication and interpersonal skills with the ability to build strong relationships and communicate with diverse audiences through a range of methods.
* Strong project management skills – ability to use excel and other software to create and update project plans and budgets.
* Highly organised, reliable and able to manage a varied and competing workload.
* Able to drive work forward independently and also work well with team members and partners to communicate project needs.
* Facilitation skills for both in person and virtual events for both small groups and large audiences.
* Comfortable working in an open and flexible way and responding to changing priorities.

**Knowledge**

* An interest and passion for community engagement, systems change and social innovation.
* Project management methods and tools (no specific qualification required)
* Facilitation tools (e.g. Zoom and Miro)

As a small and dynamic organisation, we are looking for people who have an inquisitive mind-set. We share our learning across the organisation and work as one team with our colleagues. We always reflect on what we have learned from our social entrepreneurs and what social innovation can tell us about the bigger picture of communities and the potential for community-led change is core to our mission.

We look forward to reading your application.