

### Job Purpose

Support the nationwide delivery of the Youth and Philanthropy Initiative (YPI Scotland).

### Reporting Relationship

Reports to the Deputy UK Director

### TWF UK Mission Statement

We are committed to building upon our knowledge and expertise gained through the design and leadership of innovative programmes to inform practice, influence change and identify opportunities to continue developing Scotland's young people.

### Main Responsibilities

Deliver a structured programme of ongoing quality control of the YPI Scotland programme ultimately ensuring all participants gain maximum benefit from the programme.

Deliver programme support for rural and island regions, including the development and delivery of remote support procedures.

Develop positive working relationships with programme stakeholders, including teachers and senior management teams within schools, ensuring clear, open and collaborative engagement is maintained at all times.

Support a programme of regional Shared Learning Events for teachers, designed to support peer learning and further enhance knowledge and understanding of the YPI programme.

Support a national programme of third sector engagement events, working closely alongside relevant third sector interfaces (TSIs).

Support the enrolment process for new participating schools as well as communicating with and monitoring existing participating schools, ensuring they are all fully engaged, knowledgeable and sufficiently supported to deliver a successful YPI programme within their school.

Provide support for the ongoing implementation of monitoring and evaluation systems and data collection for YPI Scotland to enable impact of the programme to be measured and continuous improvement measures identified.

Support the delivery of the annual YPI Scotland National event, ensuring best practice, programme impact and creativity are showcased effectively.

Contribute to the communications strategy for YPI, including the provision of relevant activity information, stories and updates across dedicated YPI website, social media and other communications channels appropriate for target audience.

Exercise robust financial management, ensuring that all YPI activity is delivered within the agreed operational budget.

Comply with all relevant health & safety requirements and adhere to all relevant Foundation policies and procedures as required.

### Person Specification

#### Essential Skills, Knowledge and Experience

Demonstrable experience of supporting a multi-stakeholder programme including team management and coordination.

Demonstrable experience of delivering training and/or support ideally within the education sector.

A track record of building strong, cooperative working relationships with a range of external partners e.g. teachers, pupils, community and business partners.

Well-developed organisational capabilities including the ability to plan and manage priorities, meet deadlines and adopt a proactive approach to ensure programme deliverable are met.

Ability to work effectively and flexibly as part of a small team.

Minimum two years' experience working within a programme support role.

Willingness to travel throughout Scotland on a regular, weekly basis, and work remotely when required.

Excellent ICT and communication skills, including accurate report writing and verbal presentation skills.

Full, clean driving license with access to car.

#### Desirable Skills, Knowledge and Experience

Ideally educated to degree level.

Knowledge of the third sector, the work of Voluntary Action Scotland and associated regional third sector interfaces.

Good understanding of the following (or the ability to learn about them quickly):

- Curriculum for Excellence
- Citizenship and Enterprise education
- Local Authority and Governmental education agendas
- Education Working for All: Commission for Developing Scotland's Young Workforce