

#### Job Purpose

Support the regional delivery of the Youth and Philanthropy Initiative (YPI Scotland) across the north east of Scotland.

#### Reporting Relationship

Reports to the YPI Scotland Delivery Lead

#### 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

Be the principal point of contact for programme support for north east schools participating in YPI. Support the enrolment process for new participating schools in the north east as well as communicating with and monitoring existing participating schools in the region, ensuring they are all fully engaged, knowledgeable and sufficiently supported to deliver a successful YPI programme within their school.

Ensure adequate training and support is given to north east YPI schools, both new and existing, around key resources and any additions or updates arising during the academic year.

Ensure all administrative processes associated with north east school registration for, and participation in, YPI are completed to a consistent, high standard.

Provide coordination and capacity support to YPI colleagues when required to support the delivery of a national programme of activity. This may involve some national travel outwith the north east.

Develop positive working relationships with programme stakeholders, from across the public, private and third sectors, ensuring clear, open and collaborative engagement is maintained at all times.

Support a programme of shared learning events for teachers, designed to support peer learning and further enhance knowledge and understanding of the YPI programme.

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

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.

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.

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 the north east region 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**

Knowledge and understanding of the Scottish third sector.

Good knowledge and understanding of the Scottish education system, or the ability to learn about it quickly, including:

- Curriculum for Excellence
- Citizenship and Enterprise education
- Developing the Young Workforce