



Developing the leaders of tomorrow

Job Pack

NCS Programme Coordinator



What we do

UpRising is a UK-wide youth leadership development organisation. Our mission is to open pathways to power for talented young people from diverse and underrepresented backgrounds. We 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.

Why?

The people who represent our interests and lead our institutions do not reflect the population of Britain today. The majority of those with power often come from a narrow range of backgrounds. We unearth and inspire young talent across the UK, so that our communities will have leaders who truly understand and serve their needs.

How?

We offer a range of leadership and employability programmes for 16-25 year olds. Our flagship programme is a nine month leadership programme providing 'access behind the scenes' training sessions with some of the UK's most senior leaders across the political, private, public and not for profit sectors. Thanks to the generosity of our supporters, participants do not have to pay to attend any of our programmes.

Background

UpRising was developed and launched by the Young Foundation in 2008 in East London. In April 2013 UpRising became an independent charity. We now operate in seven regions across the UK, London, Bedford, Luton, Birmingham, Stoke-on-Trent, Cardiff Manchester and Liverpool and have an impressive alumni network of over 650 talented young leaders. We will serve 2,000 young people in 2014/15 alone.

UpRising's NCS Programmes

UpRising delivers the National Citizen Service (NCS) to young people in the Tamworth and Lichfield areas of the West Midlands.

NCS is a once-in-a-lifetime opportunity for sixteen and seventeen year olds to develop their confidence, learn new skills, make new friends and learn more about making a difference in their community.

The programme kicks off with a residential at an outdoor activity centre, where young people test their limits through a range of fun activities and experience the freedom of being away from home with new friends. Young people will then spend a week developing a range of transferable skills on a home residential, before spending the final week delivering a social action campaign in the local community.

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



UpRising NCS Programme Coordinator Role

UpRising is looking to recruit a part time Programme Coordinator whose main responsibility would be to organise, administer and coordinate the successful delivery of our NCS programme from Summer 2017 in the West Midlands. This administration focussed role would include successfully implementing a keep-warm strategy designed to keep participants engaged in the build-up to the summer, administrative and logistical responsibility for coordinating all aspects of the programme and being the main point of contact for participants and parents prior to, during and after their time on the programme. You will work alongside the NCS Team to ensure successful delivery of the NCS experience.

Detailed Job requirements

Programme delivery

- Administer the programme and support the management of the project e.g. securing venues, speakers and catering.
- Work closely with NCS participants (being the first point of contact) to ensure they are well supported before, during and after the programme.
- With direction from the NCS Project Manager, plan and implement a successful keep-warm strategy to maximise engagement and minimise the risk of participant drop-out prior to programme delivery.
- Support participants' social action campaign groups to achieve successful outcomes.
- Ensure that the quality of the NCS programme is consistent and in line with the agreed curriculum, expected quality outcomes and any obligations from our Supply Chain Manager.
- Ensure that key administration tasks are carried out including good record keeping and filing for monitoring and evaluation (see below).
- Support with the recruitment, training and vetting of staff.
- Carry out other associated duties as may arise, develop or be assigned.



Stakeholder management

- Be the first point of contact for NCS programme stakeholders, including young people, parents, community partners, session facilitators and local organisations.
- Support the Senior Project Manager and Project Manager to maintain relationships with key external stakeholders and organisations, including scheduling relevant / appropriate meetings for the NCS Team.
- Support the UpRising Midlands region to grow its networks by keeping up to date with relevant regional conferences, networking events etc.

Monitoring and Evaluation

- Manage participation and outcome data, maintain key programme data, collate information onto the database and produce relevant reports.

Local press and PR

- Support the Senior Project Manager and Project Manager in developing relationships with local press across platforms to gain local programme coverage.
- Collaborate with the NCS Project Manager to ensure that social media is effectively used.
- Ensure that programme information relating to social action campaigns and participant successes is kept updated.

Systems and IT

- Work to the required communication protocols efficiently to ensure that organisational systems and procedures are implemented.
- Work using the relevant systems, including:
 - The Salesforce system – for HR, Finance, Contact Management and Programme Management.
 - Google Drive – saving all work and working from Google Drive within the designated file structures.

Key events

- Support the Senior Project Manager and Project Manager in planning and organising key events across the programme, with coordination and administrative duties - including the outdoor residential component of the programme, community-based sessions and graduation ceremonies.

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.
- Work closely with participants to ensure they are well supported throughout the programme.
- Take direction on projects and priorities from the Project Manager and Regional Programme Manager, which may vary from time to time and may include other duties outside of programme delivery, including office administration.
- 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

Experience

- Working strategically with a range of stakeholders and partnership spanning voluntary, leadership and youth sectors to:
 - Assess and monitor practice to set standards.
 - Plan, deliver and evaluate programmes and events.
 - Provide support to projects involving and engaging young people.
 - Develop and maintain effective systems for collating and reporting information.
- An understanding of the aims and objectives of the National Citizen Service.

Skills and abilities

- Good and clear communication skills; face-to-face, on the phone or email.
- Excellent project management skills and ability to work across projects.
- Ability to troubleshoot difficult situations, and deal with such situations calmly, efficiently and effectively.
- Writing skills including the production of monitoring reports and the ability to write succinct documents on complex areas and to different audiences.
- Competent in record-keeping / documentation for strong monitoring and evaluation processes and quality management.
- IT skills at a level that supports report writing, email, internet and databases.
- Time management and organisational skills.
- Ability to engage and motivate others.
- Self-motivated with ability to work alone but can also work co-operatively and flexibly as part of a team.
- Ability to stay focused and efficient in the face on changing priorities.

Knowledge

- Regulatory requirements and best practice guidance relating to:
 - Young people and their ability to reach their potential.
 - Databases and writing reports.
 - Web based communications.
- Plus, regional-specific knowledge of:
 - Non-formal / formal education networks and across sectors desirable
 - Gaps in provision for young people / knowledge of the third sector

What else are we looking for....

Education

- No one specific qualification is required, but evidence of recent continuing professional development in an area relevant to the post will be required. This could

be for example: Youth work; Project Management; Administration.

Personal attributes and other requirements

- 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.

What we have to offer

The role offers:

The opportunity to be part of a dynamic, values-driven organisation working to achieve lasting social change. A unique opportunity to work across the business, public and third sector to develop innovative ways of harnessing the potential of young people in Britain. An exciting opportunity to shape a newly independent charity and expand a proven programme with four years' track record.

Terms and conditions:

The role is based at the UpRising Birmingham Office – 102 Colmore Row, Birmingham, B3 3AG - with regular meetings and interactions across the West Midlands and all cities in which UpRising currently operates. This is a part time role (3 days per week) offered on a continuing contract subject to funding.

The salary offered for this post is £18,700 pro rata.

Offers include access to a pension scheme with employer contributions of up to 6.5%.

Staff are entitled to 25 days annual leave and bank holidays per annum. Three additional days are given over the Christmas holiday period.

This post is subject to an Enhanced DBS check.

How to apply

Application is by CV and a covering letter, setting out how you meet the requirements of the post. The covering letter should include details of your current role, salary and notice period, confirmation that you are a British or EU Citizen or otherwise have the right to work in the UK.

Please send your application to jobs@uprising.org.uk. Quoting “**NCS Coordinator Birmingham**”. Applications should include your notice period and two referees which we will only contact with your permission. For further information on this post please visit <http://www.uprising.org.uk/about-us/our-people/work-us>

The closing date for applications is 23rd February 2017 at 5pm.
Interviews will take place on 2nd March 2017 (in Birmingham).
We regret that we will only be able to reply and offer feedback to shortlisted applicants.



Our Trustee Board



Rushanara Ali - Chair

Rushanara Ali is the Labour Member of Parliament for Bethnal Green and Bow. In October 2013 Rushanara was appointed Shadow Minister for Education in the Labour reshuffle. Previously she was appointed as the Shadow Minister for International Development. Prior to her election in May 2010, Rushanara was Associate Director of the Young Foundation. Previously, she worked at the Communities Directorate at the Home Office (2002 – 2005) leading a work programme in response to the 2001 disturbances in the north of England. She has also worked on human rights at the Foreign and Commonwealth Office; as a Research Fellow at the Institute for Public Policy Research; as Parliamentary Assistant for Oona King, former MP for Bethnal Green & Bow; and as Research Assistant to Lord Young of Dartington.



Geoff Mulgan

Geoff is Chief Executive of NESTA. From 2004-2011 he was the first Chief Executive of the Young Foundation, which became a leading centre for social innovation, combining research, creation of new ventures and practical projects. Between 1997 and 2004 Geoff had various roles in the UK government including director of the Government's Strategy Unit and head of policy in the Prime Minister's office. Before that he was the founder and director of the think-tank Demos.



Peter Kellner

Peter has been President of the pioneering online survey research company YouGov since April 2007, having served as Chairman from 2001 until 2007. He won the 2007 'Chairman of the Year' award from the Quoted Companies Alliance. During the past four decades he has written for a variety of newspapers and has also been a regular contributor on television and radio. He is also Chairman of the Royal Commonwealth Society.



Stephen Colegrave

Stephen is the co-owner of Giraffe, an independent advertising agency, and Boston Books. Previously Stephen was CEO of Saatchi and Saatchi Prague and went on to become Marketing Director of Europe, Middle East and Africa. He took a few years off to produce feature films including "Everybody Loves Sunshine" with David Bowie and Goldie. He published "Punk" a definitive history of the movement that sold over 500,000 copies worldwide and a series of books: Inside Music, to help people get into the music business.



Nadhim Zahawi

Nadhim Zahawi is co-founder of YouGov, a world leader in political and business information gathering and analysis, and MP for Stratford-on-Avon. As Chief Executive of YouGov, until running for election in 2010, he floated the company on the London Stock Exchange in 2005 and was named Entrepreneur of the year by Ernst & Young in 2008. Since becoming an MP, Nadhim has been elected onto the Business Innovation and Skills Select Committee and has sat on the Energy Bill Committee. He proposed the St. Georges day Bill in December 2010 and in 2011 co-wrote the bestseller Masters of Nothing: The Crash and how it will happen again unless we understand human nature, with fellow Conservative MP Matthew Hancock.



Daniel Bridgewater

Daniel is the founder and CEO of Fourth Wall, a training provider supporting individuals, groups and schools in setting and running up their own arts-based enterprises. He is also the co-founder of the leadership programme The Art of Leadership, which works with creative changemakers in Birmingham. Furthermore, he is a freelance consultant, and recently completed a project in India providing consultancy support to social enterprises in Mumbai. He graduated from the UpRising leadership programme in Birmingham in 2011 and co-founded the city's Emerging Leaders Advisory Board.

**Bobby Seagull**

Bobby believes in 'the teacher effect': a teacher has a multiplier impact on the welfare of our society. Bobby is doing work experience at Newham schools and is starting a PGCE at Cambridge University to train as a Maths teacher. He won a Sixth Form Scholarship for A-Levels at Eton College, studied Maths at Oxford University for a year and did a Maths & Economics degree at Royal Holloway. Bobby worked as a Trader in investment banking (Lehman Brothers and Nomura) and qualified as a Chartered Accountant (PwC). He is co-founder of OxFizz, an award-winning educational social enterprise.

**Emma Howard**

Emma works for the Guardian as a trainee digital journalist, with her main interests in social issues and politics. She was longlisted for the Guardian's International Development Journalism Award in 2012 and most recently worked on their campaign on FGM. She previously spent two years working for a social enterprise focused on local activism and on an international microfinance project at CARE International UK. Emma has an English degree from Leicester and Strasbourg universities. Emma completed UpRising's programme in East London in 2012/13 and is now working with two other UpRisers to set up a social enterprise to support young interpreters - a campaign that first started on UpRising.

**Seye Odukogbe**

Seye is the founder of Stay Focused, a social enterprise dedicated to breaking down the practical barriers that stand in the way of talented, young people. Between 2010 and 2014 Seye was a Newham school governor setting strategic directions, policies and objectives to promote pupil achievement. He is also the founder of STO Associates an infrastructure planning and consultancy, developing sustainable transport solutions across Africa's emerging cities. Seye is a Windsor Fellow and currently an active member of the Abuja Global Shapers, an initiative of the World Economic Forum, where he continues to create change and reduce unemployment by championing Employability and Entrepreneurship programmes.

**Chantal Misquitta**

Chantal is a Human Resources leader at Procter & Gamble, currently responsible for Rewards in Africa, the Middle-East, and the Indian sub-continent, as well as the company's global Coaching program. Since 2000 she has also developed expertise in organisation design, strategy development, change management, and learning and development. Born and bred in London, Chantal has lived and worked in Mumbai, New York, and Geneva, leading HR for global and regional beauty care businesses. She has a degree in Human Sciences from Oxford University.