



# Partnerships Coordinator Recruitment Pack

**Application closing date: 9am, Monday 7 March 2022**

Help inspire a new generation  
of active citizens

[www.youngcitizens.org](http://www.youngcitizens.org)

## 1. Introduction from the Chair of Trustees



Thank you for taking the time to consider this exciting opportunity to join the Young Citizens staff team. Today's young citizens are shining a light on critical issues such as Climate Change, Black Lives Matter and LGBT+ rights. The potential for the UK's youth to actively drive true change and impact within society, through campaigning and education, has never been greater.

Young Citizens is a national charity working to promote citizenship education and social action throughout primary and secondary education in the UK. We operate as a crucial support system for young people and educators alike. Through a range of initiatives, including education programmes such as the Make a Difference Challenge and Democracy Ambassadors, and immersive learning experiences such as the National Bar Mock Trials, Young Citizens actively engages over 350,000 children aged 5-18 years old every year. We operate at the intersection of politics, the law, social action and the media, and the work we do has never been more important or influential.

Founded over 30 years ago, we help young people become active and engaged citizens, able to contribute positively to their communities – locally, nationally and globally. We believe that young people's active participation in their communities is vital to strengthening democratic society, and with the Covid-19 pandemic having such a profound impact on young peoples' lives, our work is now more important than ever. We empower teachers and volunteering professionals with specialist training and resources for classroom delivery and we advocate with policy makers and influencers for all young people to receive high quality citizenship education. All of our efforts are focussed on one very clear mission: to help young people be active citizens for life.

If you share our passion for empowering young people to positively shape society, and you think this role is for you, we look forward to hearing from you.

**Edge Watchorn**  
Chair of Trustees

## 2. Meet the CEO, Ashley Hodges



Thank you for your interest in joining Young Citizens as a Coordinator on the Partnerships Team. This recruitment pack provides information about the role and the charity, which may be helpful to your application.

It is an exciting time to join our Partnerships Team. Following the pandemic, businesses have a renewed understanding of the need for high quality corporate citizenship programmes and engaging employee volunteering opportunities. This, combined with our newly extended offering of virtual employee volunteering programmes, means that the Partnerships Team is in a prime position to expand our work.

Over the next three years, we have set ambitious targets to grow the number of partners we work with, bringing new corporate partners on board to deliver innovative, educational programmes.

The **Partnerships Coordinator** plays a vital role within the Partnerships Team supporting the delivery of Young Citizens work with its external partners, including: corporates, professional bodies, funders, schools, universities, individual donors and volunteers.

The post-holder will be responsible for account management and service delivery of our existing high value partnerships. They will be required to have excellent communication skills to manage relationships with a wide variety of stakeholders in verbal and written formats. This role will also require a confident public speaker who is able to deliver engaging training sessions to professionals and facilitate workshops with students from classes from different schools and year groups.

I do hope you are interested in this opportunity to make a real impact on an organisation focused on social good – and if so, we look forward to receiving your application.

**Ashley Hodges**  
CEO

### 3. Young Citizens in numbers

**16** Young Citizens staff based across the United Kingdom

**32** corporate partners currently taking part in our Experts in Schools programme

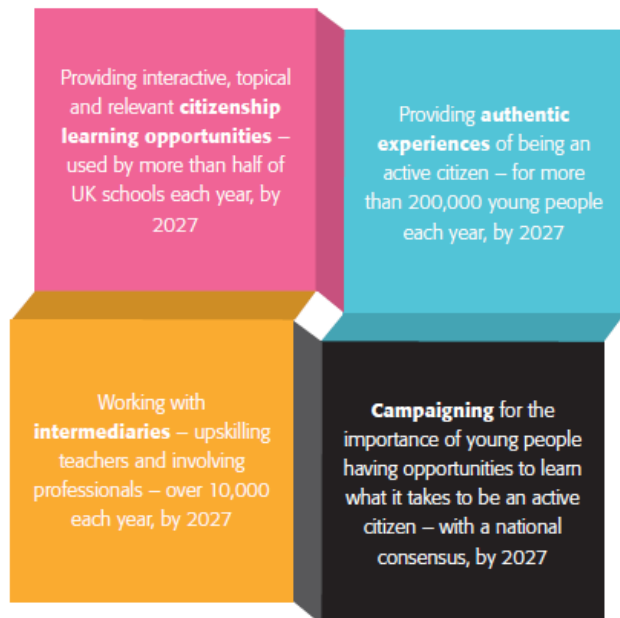
**2,000** professionals who take part in our corporate volunteering programmes

**12,000** young people who benefit from working with professionals in a classroom setting each year

**370,000** young people who benefit through involvement in a Young Citizens programme annually

**80%** of secondary schools have used Young Citizens teaching materials

### 4. Our Strategic Goals



We have four strategic goals within our [Strategic Plan](#). Each one is aimed at significantly increasing our reach and impact by 2027.

The Partnerships Coordinator will play a valuable role in helping the Partnerships Team to manage partnerships as well as supporting them to create and deliver a variety of impactful, employee volunteering programmes with new corporate partners.

We want to grow our partnerships to ensure that we are working with over 10,000 intermediaries by 2027.

## 5. Our Theory of Change

**We want** a fair & inclusive society based on a strong, stable & secure democracy

**To enable this, society needs more** young people be active, engaged and motivated citizens, able make a positive difference to the society in which they live – locally, nationally and globally

**We'll achieve this by helping** a greater number of young citizens to participate actively in society

**Knowledge & skills** for participation

**Confidence** to participate

Skills for citizenship – including critical thinking, emotional intelligence, debating & advocacy skills

Understand rights & responsibilities

Technical knowledge of the democratic system & its processes

Optimism & faith in ability to make a difference

Resilience to challenges

Belief & trust in democratic process

Providing interactive, topical, relevant **citizenship learning opportunities** – for more than half of UK schools each year, by 2027

Providing **authentic experiences** of being an active citizen – for more than 200,000 young people each year, by 2027

Working with **intermediaries** – upskilling teachers, involving citizenship professionals – for over 10,000 each year, by 2027

Campaigning for the importance of young people having opportunities to learn what it takes to be an active citizen – with a national consensus, by 2027

Ultimate aim

Vision

Specific aim

Mission

Impact

Measurable outcomes

Outcomes

Strategic goals, based on our core competences

*What we do to make this happen*

Strategic goals

## 6. Job Description

**Job Title:** Partnerships Coordinator (FTC)

**Contract Type:** 6-month fixed term with possibility to extend

**Ideal start date:** March 2022

**Responsible to:** Partnerships Manager

**Salary:** £23,000

**Location:** Whitechapel, E1

**Hours of work:** 37.5 hours per week. Normal office hours are 9am to 5:30pm, however, this role may also involve some occasional agreed out-of-hours activity (occasionally at weekends) and working away from the office and home.

**Package:** In addition to joining a friendly, dynamic and supportive staff team, Young Citizens offers a generous employee benefits package including an 8% employer pension contribution, 28 days annual leave (plus Bank Holidays), volunteer leave and even your birthday off!

### **Main duties and responsibilities:**

The **Partnerships Coordinator** plays an instrumental role in the delivery of Young Citizens work with its varied partners: corporates, professional bodies, funders, schools, universities and individual donors. The post-holder supports the Partnership Manager to implement initiatives to build increased visibility and interest in our work. The role involves cultivating relationships with partners that align to our mission and values. Beyond managing the existing corporate accounts and employee volunteering programmes, this role requires you to represent the organisation to a wide range of external stakeholders and ensure insights and ideas are fed back to colleagues so that new opportunities can be capitalised upon.

#### **1. Experts in Schools**

- Coordinate the day-to-day service delivery of existing corporate and school relationships (Legal, Economic and Media Experts in Schools) and monitor performance against income targets.
- Organise and deliver Young Citizens Legal Workshops, leading and facilitating educational workshops with legal professionals and students.
- Work with the Education and Programmes teams to develop and implement plans to build strategic networks that might lead to the creation of new initiatives.
- Market, network and advocate for Young Citizens with corporates, universities and other potential partners through face-to-face, blogs, social media and websites.
- Keep up to date with corporate citizenship trends by carrying out desk-based research, attending networking events, conferences, seminars, etc., and share insights with the wider organisation.
- Coordinate requests for in-kind and volunteer support from corporate partners, including: donated hardware, meeting rooms, legal checks of educational resources and contracts.

#### **2. Fundraising**

- Coordinate the delivery of the fundraising activities and provide exemplary stewardship with regular, timely communication to regular and major donors.
- Conceive and run initiatives to build the number of donors and supporters (high-value and regular contributors) to Young Citizens e.g. appeals, producing content for donation pages, adventure challenges, etc.
- Engage internal and external stakeholders to assist with sponsorship, advertising, ticket sales and securing auction prizes throughout the year, as appropriate.
- Contribute to the development of the CRM system to assist with donor care.

#### **3. Development and Innovation**

- To implement plans for the strategic expansion of our partnerships with corporates within existing and new sectors.

- Provide support in the delivery of the marketing plan to expand partnership involvement in line with agreed targets; including the organisation of, and attendance at, promotional events to increase the organisation's reach and impact.
- Feed into the development of new products and services that are suited to corporate areas of interest i.e. Bespoke Projects and new Workshops.
- Support the preparation of funding proposals as appropriate and in partnership with other teams, to help deliver mission-related projects and products.

#### 4. Data, Evaluation and Quality Assurance

- Provide exceptional customer service to donors and corporates, and make full use of stakeholder feedback to improve partnership experience.
- Ensure all relationships are accurately recorded in the CRM system and work with the CRM Administrator to ensure that our data modelling and capture supports your expansion efforts.
- Coordinate the production of corporate and school-facing resources, trainings and workshops in line with our quality control criteria.
- Assist in the collection of evaluation data and the production of reports.
- Assist in the distribution of the annual evaluation report to staff, trustees, participating businesses and schools, and other stakeholders, including the individual partnership reports to firms, chambers and in-house counsel.

#### 5. Organisation wide

- To ensure high quality administrative assistance is provided across the Partnerships Team.
- To represent Young Citizens at events, as required.
- To contribute operationally and strategically to the charity's strategy to enable it to achieve its mission.
- To uphold Young Citizens values: Fair, Enquiring, Respectful, Collaborative, Internationalist.
- To fulfil other relevant organisation-wide duties, as required.

## 7. Person Specification

Post requirements	Essential (E) Desirable (D)	Criteria
Education, training and experience	E	A graduate qualification, (or equivalent) ideally within the fields of the law, economics, politics or social sciences
	E	Experience of partnership working either within a charity, business or education setting
	E	Interest in corporate citizenship and coordinating employee volunteering opportunities
	E	Experience of delivering trainings/workshops to adults and/or young people
	D	Experience of account or relationship management of high-value clients
	D	Experience of marketing to corporates
	D	Corporate and/or individual fundraising experience
Skills, abilities and knowledge	E	Excellent written and oral communication skills
	E	Excellent attention to detail and ability to deliver first class customer service
	E	Experience of planning, organising and managing own workload, working to agreed deadlines with limited supervision, and coordinating a variety of tasks at one time
	E	Ability to work independently and as part of a small team

	E	Ability to communicate, build a rapport, liaise and negotiate with a diverse of people
	E	Ability to solve problems by using a common sense and a practical approach and ability to use own initiative
	E	Excellent ICT skills, including proficiency in Microsoft Office and social media platforms
	E	Approach work with a flexible outlook, tolerant manner and sense of humour
	D	Ability to use a CRM database, ideally some knowledge of Salesforce
Special job requirement	E	There will be a need for flexible working as on some occasions you may be required to work evenings, weekends and/or travel
Commitment to Young Citizens' aims and values	E	An understanding of, and empathy with, the charity sector
	E	Willingness to put into practice the aims and values of Young Citizens
	E	An interest in citizenship education and democratic engagement

## 8. Your application

To apply, please submit an **up-to-date copy of your CV** and a **personal statement** detailing how you meet the **person specification** detailed above.

These documents should be sent to [recruitmentHR@youngcitizens.org](mailto:recruitmentHR@youngcitizens.org) by **9am, Monday 7 March 2022**. Incomplete applications or those received after this time will not be reviewed.

Please note:

- We will be actively reviewing applications ahead of the closing date. We encourage early applications.
- Please include your notice period in your application.
- All applicants must have the existing right to legally work in the UK

For an informal conversation about the role, please contact [recruitmentthr@youngcitizens.org](mailto:recruitmentthr@youngcitizens.org) and a member of the team will be able to assist you.

*We look forward to receiving your application.*