

Job purpose

Support the regional delivery of the Youth and Philanthropy Initiative (YPI Scotland) across a cohort of between 40 and 50 secondary schools across Central and / or South-west 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 schools participating in YPI.

Support the enrolment process for new participating schools.

Communicate and monitor existing participating schools in the region(s), 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 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 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 the national programme of activity. This will involve some national travel.

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 which are 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 learning and evaluation systems and data collection for YPI Scotland. This allows for the monitoring of the impact of the programme to be measured and informs continuous improvement measures.

Support the delivery of the annual YPI Scotland National event which profiles best practice, programme impact, and creativity.

Contribute to the communications strategy for YPI, including sharing activity information, stories, and updates which will be used on the YPI website, social media and other communications channels appropriate for target audience. Post updates on social media relating to activity with schools.

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

Attendance at team meetings and events at The Wood Foundation's headquarters in Aberdeen 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, demonstrate strong attention to detail, and adopt a proactive approach to ensure programme deliverables are met.

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

Self-starter and self-motivated.

Willingness to travel throughout the agreed 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 licence with access to a car.

Knowledge and understanding of the Scottish third sector and / or 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

Desirable skills, knowledge, and experience

Demonstrable success while working remotely as part of a team.