

Job Title: Programme and Events Coordinator

Organisation: Social Innovation for All CIC

Contract Type: Fixed-Term (6 months) starting ASAP and from April at the latest

Hours: Flexible role with a minimum of 10 hours per week, additional hours required in peak periods. This role can be term time only if preferred.

Pay: £20 per hour. A minimum of £5,200 for the 6 month fixed term contract, with FTE salary equivalent of £36,400.

Annual leave: 30 days annual leave pro rata, including bank holidays.

Location: Remote. Must be available to attend the national event in London on 1st July 2025.

Potential: This role may extend beyond the initial term subject to the right candidate and funding for the 25-26 programme.

About Us

Social Innovation for All (a Community Interest Company / CIC) is a dynamic young social enterprise on a mission to unleash the creative potential of children and young people to address social challenges. We work with young people, schools and partners to design and deliver educational experiences that enable young people from all backgrounds to shape the future. Our flagship initiative, the Young Green Briton Challenge, inspires the next generation to design and develop youth-led climate action ventures.

The Opportunity

We are looking for an entrepreneurial, passionate and highly organised Programme Coordinator to manage and deliver key events for the Young Green Briton Challenge programme. You will be working closely with the Director of SI4A, as well as programme delivery partners (GenEarth) and one of our key funders (the Green Britain Foundation). This year YGBC is working with 45 secondary schools across England and around 8000 students. You can learn more about the programme and last year's event here: <https://www.youtube.com/@YoungGreenBriton>

Key Responsibilities

1. National Celebration Event Coordination for the Young Green Briton Challenge

- Plan and manage all aspects of our high profile national celebration event in partnership with the Director of SI4A and one of our key funders, the Green Britain Foundation, including:
 - Pre-Event Planning: Invitation management, guest coordination, and school liaison
 - Budget and Procurement: Financial tracking, supplier relationships, and event supplies sourcing
 - Event Execution: On-site coordination and time management

- Post-Event Activities: Comprehensive wrap-up, communication, debrief, and evaluation of event

2. Regional Event Coordination (Sussex and Liverpool, dates and formats TBD but likely May):

- Support delivery of smaller-scale events, mirroring the national celebration format
- Support logistical planning and stakeholder engagement
- Depending on your availability and location, you may be asked to support on-the-day delivery of the event(s)

3. Supporting the National Judging Process for the Young Green Briton Challenge:

- Liaise with schools to support student teams in submitting pitch videos to the national challenge
- Liaise with and support the national judges for YGBC, including:
 - Organising briefing sessions.
 - Sharing pitch videos and scoring sheets.
 - Providing support throughout the judging process.
- Provide general communication and support to national judges and YGBC ambassadors

4. General Coordination and Support

- Maintain clear records, communications, and timelines for all activities
- Provide coordination support across the organisation's programmes and projects as needed
- Identify and address gaps in planning and execution to ensure smooth delivery
- Ensure all activities align with the organisation's mission and values, fostering inclusivity and accessibility

Person Specification

Skills and Experience:

- **Organisational Excellence:** Proven ability to manage multiple priorities, meet deadlines, and maintain meticulous attention to detail
- **Communication Skills:** Outstanding written and verbal communication, adept at engaging diverse audiences
- **Event Coordination:** Experience in planning and delivering events
- **Stakeholder Management:** Skilled in building and maintaining professional relationships with a variety of stakeholders, demonstrating cultural sensitivity and inclusive communication

- **Technical Proficiency:** Competent with Microsoft Office Suite (Excel, Word, PowerPoint), GSuite and comfortable with remote working tools. Willingness to learn new tools including Canva.
- **Mission Alignment:** Passionate about social and environmental change and committed to the organisation's values

Additional Requirements:

- You need to provide proof of eligibility to work in the UK
- You must be willing to complete an Enhanced DBS check
- You must have access to a laptop or computer for the duration of employment
- You need to be available to attend the national celebration event on 1st July 2025 in London and you can't take annual leave during the last two weeks of June

What We Offer

- Opportunity to contribute to meaningful, purpose-driven work that empowers young people to become changemakers
- Flexible remote working arrangements
- Pro-rated annual leave (30 days, including bank holidays)
- Professional development opportunities to enhance skills in event management, stakeholder engagement, and social enterprise operations
- Supportive and inclusive culture, valuing diversity and collaboration
- Opportunities to connect with a network of educators, sustainability leaders, and changemakers
- Potential for contract extension or progression into broader coordination activities, subject to funding
- A chance to make a difference to the lives of thousands of young people!

How to Apply:

Please submit your CV and a covering letter setting out your relevant experience and why you think you are suited to the role. **Applications should be sent to Kat Crisp at info@si4a.net by Monday 10th February.**

We look forward to hearing from you!