

Team Coordinator

Term: Permanent

Salary: £23,000 - £25,000

Location: Based at the Youth Futures Hub in Birmingham (B3 2AA). Blend of home and office working with two days minimum in the hub. Occasional travel to meetings at our other hubs in Leeds and London.

Reporting to: Director of Grants and Director of Strategy & Implementation

Deadline: 08 August 2021

Apply on the Be Applied website: [Team Coordinator - Youth Futures Foundation - Applied \(beapplied.com\)](https://beapplied.com/jobs/team-coordinator-youth-futures-foundation)

All recruitment to roles at the Youth Futures Foundation is done using a specialist system that conceals the applicant's identity and focuses on assessing candidates based on key competencies, anonymising applications and distributing the assessment of applications against multiple assessors.

Transforming youth employment

The Youth Futures Foundation is an independent, not for profit organisation set up to tackle youth unemployment with a £90million endowment from the Reclaim Fund. We are looking for bold and impactful ways to help young people find and keep good jobs.

There are nearly 1 million young people not in education or employment in the UK. Under-25s make up almost two thirds of the total fall in employment during the pandemic, with those from ethnic minority backgrounds disproportionately affected. Recent falls in employment have been four times higher for young Black people and nearly three times higher for young Asian people. Young people typically work in occupations that have been impacted most by the pandemic, such as hospitality and retail. Of people put on furlough, 47% were aged 16–24. There is a significant risk that a generation's future will be blighted by the scarring effects of long-term unemployment.

We are an ambitious organisation that wants to tackle the root causes of youth unemployment for young people from marginalised backgrounds. To do that, we are focused on three priorities:

1. **Changing the youth employment system** by working in partnership with organisations, policy makers and young people to address structural and systemic barriers
2. **Creating opportunities with employers** to recruit and retain more young people from marginalised backgrounds
3. **Building capacity with practitioners** to support and train more young people from marginalised backgrounds to be ready for work.



Job Description – Team Coordinator

We are looking for a dynamic Team Coordinator to provide administrative and business support to the Director of Grants and the Director of Strategy & Implementation, and administrative support to their teams. The successful candidate will help us to deliver on our objectives by providing seamless support and delivery. They will:

- Understand the needs of the teams, the context in which they operate, and focus on problem-solving and working with others to meet objectives.
- Help the teams to work effectively, co-ordinating team activities, maintaining relationships (internally and externally) alongside supporting operational excellence.

Key responsibilities

- Provide effective business support, proactively managing Directors time, including high level diary management and organising workload effectively, highlighting key deadlines and deliverables.
- Provide a high-quality administrative service to the Strategy & Innovation and Grants teams.
- Support project management, including project administration.
- Workshop, small event and meeting facilitation, including external meetings and team meetings, and the recording of actions and outputs.
- Provide and support effective stakeholder management through use of customer management systems and directly.
- Contribute to excellent and streamlined communications between teams, embracing digital ways of working, technology and platforms.
- Working across teams to help build solutions to organisational challenges.
- Work flexibly as needs evolve and provide support across teams to ensure a seamless service.

Person specification

1. Knowledge and experience

- High Level organisational skills and ability to work autonomously
- Happy using initiative to make sound decisions
- Carrying out a wide range of administrative tasks in a busy environment
- Working to deadlines



- Project administration
- Working with multiple stakeholders
- Numerate and financially literate
- Commitment to diversity and inclusion, including accessible communications in staff engagement and service delivery

2. Skills and Competencies

- A team player who can work with colleagues across departments and with external stakeholders, including with young people.
- Interpersonal skills with a solution-focused approach, and the ability to work effectively with people at all levels.
- Ability to prioritise workload and ask for guidance when needed.
- Digital and IT skills, including the ability to use cloud-based collaboration software (Office 365 and SharePoint).
- Ability to work with pace and accuracy.
- Excellent written and verbal communication skills, to support the production of effective presentation materials and meeting papers.
- Proven ability to work sensitively and confidentially.

Mindset

As Youth Futures Foundation was only set up in 2019, many of the systems and processes that are normal in an established organisation either do not exist or are newly forming. To be successful in this role, the candidate will need:

- to thrive when operating in uncertainty
- a proactive and flexible approach, able to identify and take forward opportunities and work effectively in partnership with others.
- a positive and can-do attitude, willing to roll their sleeves up to get into details where necessary
- a willingness to collaborate internally and externally to achieve our mission
- strong leadership communication skills

Things to know

- As part of Youth Futures Foundation's safeguarding policy, all employees are subject to a basic Disclosure and Barring Service (DBS) check



The young people we aim to serve – and the challenges they face - are all unique. We are looking to build a team that reflects this diversity. Our commitment to inclusion across race, gender, age, class, religion, identity, and experience forms the cornerstone of our work. We are an equal opportunities employer, welcoming applications from all sections of the community. We are keen to explore the widest possible pool of talent for all our roles.

