

Position Description

Position Title:	Young Enterprise Scheme (YES) Regional Coordinator, 0.5 FTE permanent (20 hours per week)		
Date:	January 2019	Reports to:	Chief Executive Officer – Taranaki Chamber of Commerce
Location:	Based in New Plymouth, Taranaki	Direct Reports:	Nil
Position Purpose:			
<p>The key purpose of this role is to promote and coordinate activities for The Lion Foundation Young Enterprise Scheme (YES) by inspiring, guiding and facilitating YES in the Taranaki region, and by building an enterprising culture in youth. The role is the ‘connector’ between the business community, the teachers and the students, and to encourage them in their business endeavours</p>			
Position Objectives:			
<ul style="list-style-type: none"> • To be the ‘face’ of YES in the region • To lead the delivery of YES in the region • To drive growth of school and student participation for YES in the region 			
Accountabilities and Responsibilities			
<p>Engagement with schools and students:</p> <ul style="list-style-type: none"> • Facilitate positive and professional school relationships by communicating regularly with students, businesses and YES teachers • Engage the students through a fun and exciting programme • Encourage students to participate in events • Retain existing schools and encourage more students from those schools to participate • Recruitment of new schools and teachers • Develop, deliver and review effective resources to strengthen the appeal and effectiveness of YES • Adopt a flexible approach so the programme can be adapted on the spot to accommodate different student learning and school community needs <p>Engagement with Business and Media:</p> <ul style="list-style-type: none"> • Facilitate business involvement including organisation of judges, mentors and specialist advisors • Secure and manage regional sponsorships and funding • Establish and manage relationships with regional media to promote activities and student successes <p>Logistics:</p> <ul style="list-style-type: none"> • Work with the Chamber Events Coordinators to implement regional YES events • Provide oversight and instruction to any supporting facilitators during any YES events • Ensure all YES events follow required Health & Safety protocols 			

Contribute to National Programme Delivery and Development:

- Work with the Head of YES and members of the Programme Development division on new initiatives, and development and enhancement of the YES programme
- Contribute to the development of content for students and teachers

General Responsibilities:

- Assist with other Chamber activities when required
- Assist other Chamber staff when requested
- Attend Chamber events when required

Health & Safety:

Comply with all health and safety requirements as directed by the Chief Executive Officer, including:

- Complying with the requirements of the Health and Safety at Work Act 2015 legislation
- Complying with all reasonable TCC health and safety policies and procedures, including emergency procedures
- Notifying the Manager of new hazards as identified
- Notifying the Manager of any accident or near miss accident (injury or non-injury) and complete an accident report
- Participating in health and safety meetings and discussions

Identified Work Hazards:

- Use of computer and associated technology; necessity to file within moveable filing system; driving to and from clients if required.

General Standards of Conduct

- Maintain a professional standard of dress and conduct (e.g. punctuality and reliability)
- Consistently act in the best interests of the TCC
- Ensure the highest standards of integrity and conduct and to maintain the reputation of TCC and its individual members of staff.
- Ensure the needs of internal/external customers are met in a prompt manner
- Communicate with all TCC employees, contractors and clients effectively and efficiently
- Lead by example
- Maintain the confidentiality of all business-related information including revenue, budgets, supplier's costs, bank balances and all other internal matters of any nature.
- Initiate ideas and strategies to constantly improve the infrastructure supporting each client and the efficient operation of TCC
- Work as a team member to maintain a pleasant work environment
- Ensure the respectful and responsible use of all company equipment, including motor vehicles

Key Internal and External Contacts:

Chief Executive Officer

TCC Staff

Business Leaders and Mentors involved in the YES Programme

School Staff participating in YES Programme

Students participating in YES Programme

Young Enterprise Scheme staff

Other Stakeholders

Person Specification - Qualifications/Experience/Skills/Competencies/Attributes required to perform the role effectively:

Key Attributes:

- An innovator – thinking of new things, thinking strategically
- Improvement orientated – always looking at how we do things better
- Results orientated – knowing how to prioritise so that you focus on achievement over activity
- Flexible – because no two days are alike, and everyone chips in wherever needed
- Energy and passion
- Honest and trustworthy

Essential skills required:

- Great people skills – you will be equally comfortable with students, teachers and business leaders
- Client focussed, you are driven by what is best for our ‘clients’
- Organisation skills – your ability to prioritise is critical
- Resilience and adaptability
- Ability to work with teenagers, setting an example is important
- Proficiency in MS office Suite – Word, Excel, Outlook, PowerPoint
- Proficiency with social media
- Relationship management with key stakeholders
- Facilitation of group activities
- Organisation and direction of events
- Budget management
- Excellent written and verbal communication skills

Preferred Skills

- Knowledge of the secondary education sector
- Knowledge of the start-up ecosystem
- A background in customer service and/or sales
- A demonstrated interest in youth