



PROGRAMME PRODUCER

JOB DESCRIPTION

Year Here is a platform for entrepreneurs who want to tackle problems that matter, consisting of a one-year Fellowship and an Accelerator programme offering investment and business support.

Since launching at 10 Downing Street in 2013, we've worked with over 200 aspiring social entrepreneurs and launched award-winning social ventures like Cracked It, Birdsong and Chatterbox.

We're on the hunt for an exceptional Programme Producer to support our next chapter of growth and impact.



ABOUT THE ROLE

As our Programme Producer, you'll be supporting many of Year Here's most critical work strands so that we can propel the UK's most promising professionals towards entrepreneurship that genuinely makes a difference.

You'll work closely with our Head of Programme and Partnerships, Programme Manager and new Head of Marketing to manage a seamless journey for our Fellows – from application through to graduation.

At the heart of our programme team, you'll think through how to bring our curriculum to life in a way that is meaningful and transformative for our Fellows and graft behind the scenes to make sure we pull off each programme component without a hitch.

Given how critical our partnerships are to the success of Year Here, you'll delight our diverse clients, faculty and strategic partners with your professional and friendly communications.

We are open to those seeking part-time, full-time and/or job share opportunities.

The deadline for applications is **Sunday 22nd March**.

YOUR RESPONSIBILITIES

Some of the big challenges we want you to take on are to:

Produce and coordinate learning sessions that inspire Fellows to become effective and ambitious changemakers.

You'll be in the lead in producing Year Here – from sourcing imaginative venues across London and ensuring our studio space is a well-run and inspirational learning environment, to getting learning materials to the right place at the right time. You'll make facilitation a breeze for our faculty and they'll love working with us as a result.

You keep a cool head when things get heavy; look forward and anticipate challenges; and exude preparedness and professionalism.

Maintain the behind-the-scenes systems that make the programme feel like a well-oiled machine.

We're a small team but your mastery of our systems should make the Fellows feel like their time with us is managed effortlessly. We want learning to continue well beyond each training session. This rests on user-friendly, up-to-date systems like Slack and Google Drive that Fellows trust and love using.

Guide and support each Fellow through the course, getting them hyped for what we hope will be the most transformative year of their lives.

You'll be an ambassador and role model for Year Here behaviours and values. You're the first person Fellows contact when they need advice and reassurance as they get to grips with the challenges of the programme - the font of knowledge Fellows will turn to in moments on uncertainty.

Be the friendly face of Year Here for our clients and partners.

You'll be efficient, charming and thoughtful at all times, nurturing our 40-odd partnerships. You'll intuitively get the diverse styles and preferences of the organisations we work with – from small community centres and care homes to government departments, national charities and corporates.

ABOUT YOU

You're diligent, logical and ordered in your work.

People know you as a highly-organised professional and it irks you when things aren't in their right place. You're happy to help others bring similar order and rigour to their work. Your attention to detail is fantastic. Juggling comes naturally and you always stay cool headed.

You're a sensitive and thoughtful relationship-builder.

You love nurturing relationships and building trust. You know how important it is to get back to people promptly and to make life easier for our Fellows and partners. You always do what you say you're going to do. You delight in going the extra mile.

You're not afraid of working hard in pursuit of a big vision.

You love a challenge, and are up for working hard in pursuit of our vision of a better society. With an entrepreneurial bent, you're used to achieving a lot with a little. You're up for joining a fast-moving environment.

You're passionate about social issues.

Your friends have probably all heard your views on social problems like the housing crisis, elderly isolation and social immobility – and you're always up to date with current affairs.

BENEFITS

- £28,000 to £35,000 pro rata, depending on experience
- Gorgeous, open plan studio in Hackney, a stone's throw from London Fields (and its newly-reopened Lido), Regent's Canal and Broadway Market.
- Access to tonnes of events and training sessions delivered by some of the leading lights of the social innovation world.
- A strong commitment to personal and professional development – with a £500 annual training budget.
- Up to 3% contribution to your pension
- 25 days paid annual leave per year

TO APPLY

Send your application to Kirsty Turnbull on opportunities@yearhere.org with the subject line “[Your Name] / Programme Producer Application” and:

- Tell us about yourself and why you want this role.
- Tell us about a complex project, event or activity you’ve managed – and how you pulled it off successfully.
- Attach your CV and/or link us to a LinkedIn profile or online portfolio.

The closing date for the role is midnight on **Sunday 22nd March** although we will be conducting interviews on a rolling basis.

There is a 3-stage selection process:

1. Submission of CV and cover letter as detailed above.
2. An initial telephone interview (20 mins).
3. A final round interview and a test (120 mins).

We are committed to building a diverse team and strongly encourage applications from women, minorities, LGBTQ+ people and people with disabilities.

WHO WE ARE

Unlike a traditional Master's, the **Year Here Fellowship** is an immersive, action-oriented postgrad course. Over one year, diverse and multidisciplinary cohorts of Fellows learn at the frontline of inequality – in care homes, homeless hostels and schools across London. Supported by a rigorous social innovation curriculum and industry mentoring, they found some of the most promising social startups in the UK.

Our new **Year Here Accelerator** supports those emerging businesses with investment, specialist business support, access to clients, and office space.

We're also launching the **Year Here Foundation**, a new charity aiming to widen access to social entrepreneurship through the provision of financial bursaries and other practical support to high-potential entrepreneurs from low income backgrounds.

Our growth

Since launching at 10 Downing Street in 2013, we have grown steadily. Today, we are a team of 8 and a faculty of 75 social impact experts. We turnover £700,000 / year.

Our business model is unique. We don't charge a tuition fee for the Fellowship. Instead, Fellows work on real-world social projects that we are paid for. This income, along with some recurring grants, covers the cost of the programme. The Accelerator makes money by taking a cut of the startup investment raised and a small stake in each company. The Foundation raises funds from philanthropists who share our mission.

Year Here is a social enterprise; meaning that our purpose is to create positive change in society rather than to maximise shareholder profits. Our Articles of Association state that at least 20% of our profits must be reinvested in our social mission.

Social Impact

Year Here's 212 Fellows have collectively volunteered 130,000 hours in frontline services – including homeless shelters, care leavers' services and pupil referral units – and launched 34 new social ventures backed by Nesta, The Observer, Ashoka, UnLtd, Bethnal Green Ventures and the Esmée Fairbairn Foundation.



These ventures include:

- [Birdsong](#) - a fashion brand selling clothes made by women's groups, from older knitters to migrant seamstresses, with a 'no sweatshops, no photoshop' ethos
- [Fat Macy's](#) - a roving restaurant that trains homeless Londoners to run supper clubs, with profits helping them raise a deposit for their first flat
- [Cracked It](#) - a training programme for young people who are involved in gangs to fix cracked iPhones, as an entrepreneurial route away from gang crime