PROGRAMME MANAGER

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 250 aspiring social entrepreneurs and launched award-winning social ventures like Appt Health, Migrateful and Chatterbox.

ABOUT THE ROLE

As our Programme Manager, you’ll manage the second half of the Fellowship and the transition into our social venture Accelerator. You’ll support many of Year Here’s critical work strands so that we can propel the UK’s most promising professionals towards entrepreneurship that genuinely makes a difference.

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. You’ll work closely with colleagues to manage a seamless journey for our Fellows.

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

The Programme Manager will report to the Head of Consulting and will also work closely with the Head of Ventures.

This is a London-based role. We are open to full-time or 4 days per week.

The deadline for applications is Sunday 16th May.
YOUR RESPONSIBILITIES

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

**Produce learning sessions that inspire Fellows to become brilliant changemakers**

You’ll produce the second half of the Fellowship, guiding Fellows through the consulting and venture incubation phases. It will be your job to ensure that the Fellows’ experience is smooth and enjoyable – as well as being powerfully developmental. From sourcing imaginative venues across London to getting learning materials to the right place at the right time, you’ll ensure the process is slick. You’ll thoughtfully set the tone for moments of group sharing, or high-energy sessions. We want learning to continue well beyond each training session. This rests on user-friendly platforms like Slack and Google Drive that Fellows trust and love using.

**Manage the behind-the-scenes systems and processes that make the programme feel like a well-oiled machine**

We’re a small team but your management skills should make our Fellows, faculty and partners feel like their time with us is planned effortlessly. Behind the scenes, you’ll be doing everything from coordinating Fellow assignments and monitoring performance to booking in sessions with faculty and managing invoices. You’ll make facilitation a breeze for our faculty and they’ll love working with us as a result.

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

Year Here’s culture starts with us, the team. You’ll play your part in coaching the next generation of social entrepreneurs, acting as an ambassador of our values and a role model for Fellows. You will be the first person that 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 – whether it’s a consulting client, venture investor or programme partner. 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.

**Leading a strategic work strand on behalf of the whole programme team**

Alongside your core responsibilities, you may take on one of the following:

- Strategic Partnership Management – managing major corporate partnerships that enhance the whole programme.
- Alumni offer management – developing and managing a programme of support for our alumni network.
- Faculty management – recruiting new experts to our 80+ faculty and creating a meaningful and fulfilling experience for our current members.
ABOUT YOU

We’re keen to hear from a range of applicants from diverse professional backgrounds who can demonstrate some, or all, of the following capabilities:

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, looking forward and anticipating challenges.

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 believe in the power of business for social change
You’re passionate about tackling social issues and how enterprise-driven models can provide innovative solutions where other avenues fall short. You’re familiar with social enterprise and might be aware of impact investment, human-centred design and social innovation more broadly.

You’re committed to social justice, diversity and inclusion
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. You understand the need to dismantle unjust systems and you are committed to this work. You know that this starts with being engaged in personal work to better understand your part in patriarchy, systemic racism, classism, homophobia, transphobia, ableism and other oppressions.

You’re not afraid of working hard in pursuit of a big vision
You love a challenge and are up for getting behind our vision of a better society. With an entrepreneurial bent, you’re used to achieving a lot with a little. You’re excited by the prospect of joining a fast-moving, ambitious working environment.
COMPENSATION AND BENEFITS

- £28,000 to £32,000 per annum initially, depending on experience;
- Gorgeous, accessible, open plan studio in Hackney, next to London Fields (including 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 entrepreneurship world;
- A strong commitment to personal and professional development – with a personal £500 annual training budget;
- Up to 3% contribution to your pension;
- 25 days’ paid annual leave per year.

TO APPLY

Send your application to Nish Varatharajan on opportunities@yearhere.org with the subject line “[Your Name] / Programme Manager” and briefly:

- 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.
- Tell us where you heard about this role.
- Attach your CV and/or link us to a LinkedIn profile.

The closing date for the role is midnight on Sunday 16th May.

There is a 3-stage selection process:

1. Submission of CV and cover letter as detailed above
2. An initial video interview (30 minutes)
3. A final round interview and a test (120 minutes).

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

We are also committed to offering employment opportunities to people with criminal convictions.
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 12 and a faculty of 80+ social impact experts. We turnover £850,000 / 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 256 Fellows have collectively volunteered over 160,000 hours in frontline services – including homeless shelters, care leavers’ services and pupil referral units – and launched 42 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 restaurant that trains homeless Londoners, with profits helping them raise a deposit for their first flat.
- **Appt**, a HealthTech company that uses behavioural economics to improve uptake of preventative healthcare measures in diverse patient communities.