

POSITION DESCRIPTION

Position:	YES Wellington Regional Coordinator (aka “Student Wrangler”)
Region:	Wellington/Hutt Valley/Wairapapa
Travel:	Regular within the region, occasional outside of the region
Budget:	Co-responsible for YES Wellington cost centre
Reports to:	Head of YES

Key Purpose of Role

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 Wellington region and by building an enterprising culture in youth. The role is the “connector” between the business community and the students, encouraging them in their business endeavours.

This focus of this role is:

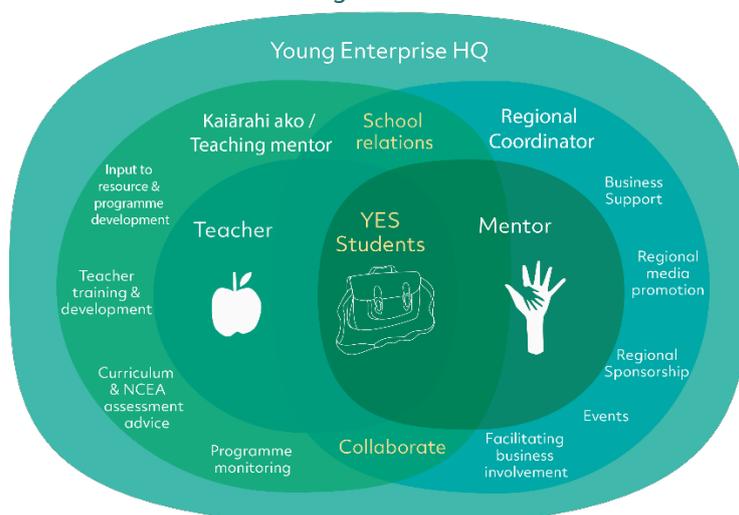
- To be the “face” of YES in the Wellington region
- To lead the delivery of YES in the Wellington region
- To drive growth of school and student participation for YES in the Wellington region
- To make the Wellington region a showcase region for YES

Part of the Wider “YES” Family

While based at YES HQ in Wellington, this role is part of a wider “YES” family and is expected to work closely with YES Kaiārahi akos (Teaching Mentors) and YES Regional Coordinators for other regions.

The following diagram describes the two key roles that work to support our key stakeholders in the region – the Regional Coordinator and the Kaiārahi ako. It shows some distinct areas of responsibilities, but also shows that there is overlap when supporting our key stakeholders – the schools and the students.

Kaiārahi ako and Regional Coordinator Roles



It is recognised that these two roles will work closely as a team and may choose to have a blended approach in supporting schools and students based on capacity and other factors. As such, the exact model may vary from region to region and from time to time.

Key Responsibilities of Role

Key responsibilities for this role fall into the following areas:

- Engaging with schools and students
- Managing events and logistics
- Engaging with business, sponsors, and media

Engaging with schools and students

Working with the Kaiārahi ako, provide support to students and schools participating in YES.

- Assist teachers and students in preparing for key YES Challenges
- Work with the Kaiārahi ako to increase participation – through the recruitment of new schools and the retention and expansion within existing schools.
- Maintain a good working relationship with the students, teachers and management in the school.

The Regional Coordinator maintains specific responsibility to:

- Communicate regularly (via email, phone call, and social media) with teachers and students about:
 - The YES programme and YES Challenges;
 - Deadlines and upcoming events; and
 - Opportunities for students and teachers.
- Encourage students to participate in YES Wellington events and apply for additional opportunities at a National level or through third parties.
- Visit each school a minimum of twice per school term.

Managing events and logistics

- Manage the competition side of YES in Wellington by marking the YES Challenges, providing these marks to the Trust, and providing feedback to the schools and students.
- Plan the Wellington Regional Event calendar, working closely with the Head of YES and consulting as appropriately with the schools and regional sponsors.
- Organise and oversee all YES Regional Events ensuring that Health & Safety protocols are followed.
- Manage the YES Wellington budget for programme delivery.

Engaging with business, sponsors, and media

- Facilitate business involvement including organising judges, mentors and specialist advisors using local contacts as well as contacts from The Trust (ie. National Sponsors, alumni, etc.).
- Secure and manage regional sponsors, with assistance from the Head of Partnerships and Marketing.
- Establish and manage relationships with regional media to promote activities and student successes.

General Responsibilities

All team members of Young Enterprise are expected to work from time to time in areas beyond their core responsibilities. This may include, but is not limited to:

- Assisting other team members during busy times.
- Acting as a supporting or lead facilitator (depending on experience) for any facilitated programme or student event.
- Assisting in any events including logistics (before and during the event) and looking after stakeholders at the event.

Skills, Attributes and Experience

Essential skills and attributes required for this role are:

- Great people skills – you will be equally comfortable with students, teachers and business leaders
- External passion – your energy and passion will bring people with you on the journey
- Flexible and responsive – you can tailor your approach and quickly respond to changing environments
- Client focused – you want what is best for our clients (the students) and our channel (the schools)
- Organisation skills – this is a busy role and your ability to prioritise is critical
- Attention to detail – you think big picture but also need to own the detail
- Innovation – you are always looking at trying new things, setting an example for our students
- Resilience – things do regularly change, so your ability to adapt and pivot is critical
- Honest and trustworthy – you are working with teenagers, setting an example is important

A successful candidate must have experience:

- Managing relationships with key stakeholders
- Facilitating group activities in an externally passionate way
- Organising and leading events
- A demonstrated interest in youth

It would be useful if the candidate has:

- Knowledge of the secondary education sector
- Knowledge of the start-up ecosystem
- A background with customer service and/or sales
- Managing a budget

NOTE: As this role requires frequent visits with students on school campuses, the role requires proof of full vaccination to align with government vaccination mandates for those working in schools.

Our Brand Values

Our brand values are very important to us, and we look for these attributes in everyone who works for us:

- **Love What You Do** – working for Young Enterprise is more than having a job or a career, it is about having purpose and passion
- **Connect & Collaborate** – our strength lies not just in how we work together as a team, but how we connect with our “extended family” and collaborate with like-minded organisations and individuals
- **Try New Stuff** – we model ourselves on the start-up ecosystem we are trying to help build. We love pilots and value the ability to innovate but also accept failures and the need to pivot

- **Make It Real** – theory only goes so far. The best learnings, for our students and ourselves, is an authentic one where the experience is real
- **Aim for Awesome** – because that's what makes all of the above great.