

Role title	Education Coordinator
Reports to	Chief Operating Officer
Location	Based at the MyBnk offices, 5-15 Cromer Street, London, WC1H 8LS
Contract	Permanent
Salary	£23,000 per annum plus benefits package and training budget
Closing Date	Monday 1 st July 2019

Background

MyBnk are an award winning education charity delivering financial and enterprise education programmes to young people aged 7-25. Formed in London in 2007, today MyBnk has worked with 200,000 young people across South East, South, South West, Merseyside and North East.

Managing money opens up new opportunities. For a young person leaving care, knowing how to budget for a weekly shop can help them live independently for the first time in their lives. For an aspiring young entrepreneur it might mean at last having the skills to get their business off the ground.

Whatever their background, whatever their ambition MyBnk helps put young people in control of their money and their dreams within reach. We call it investing in their future!

Duties & responsibilities

In this role you will be:

- ⚡ Liaising with MyBnk's clients pre-delivery and providing them with all the logistical and programme information ensuring a smooth and well prepared delivery.
- ⚡ Allocating available and suitable trainers to programmes and managing the MyBnk Education Officers' (in-house and freelance) calendars.
- ⚡ Dealing with last-minute requests from schools, youth organisations and trainers including operational crisis management and problem solving.

Role Description

- ⚡ Coordinating a range of internal and external visitors and volunteers at MyBnk deliveries.
- ⚡ Working closely with our Partnership Manager and our COO on the improvement and efficiency of our processes and logistical systems.
- ⚡ Updating MyBnk's internal CRM system (Salesforce) with delivery and allocation information during all stages of the process including logging and tracking feedback and quality assurance as well as overseeing the timely input of all delivery data by the trainers.
- ⚡ Working closely with the Quality and Training Team and our COO to give your input into our capacity management and trainer performance management.
- ⚡ Providing support with bookings to the Partnership Manager when required.

Person Specification

You must:

- ⚡ Have a minimum of 2 years professional experience.
- ⚡ Be educated to degree level or have significant experience in administration or logistics.
- ⚡ Be comfortable and confident in your ability to forge relationships quickly and effectively with a range of people.
- ⚡ Have good technical / working knowledge of database and spreadsheet based programmes such as Salesforce and Excel.
- ⚡ Have the ability to prioritise, multi-task and work to deadlines, both independently and as part of a team.
- ⚡ Be confident in building relationships with organisations.
- ⚡ Be highly organised with attention to detail.
- ⚡ Be quick thinking and ready to problem solve, with foresight ready to put solutions in place.
- ⚡ Have excellent written and oral communication skills.
- ⚡ Have a good understanding of the UK education landscape (desirable).
- ⚡ Be passionate about MyBnk's aims and objectives and committed to working within a small and growing team that goes the extra mile.
- ⚡ Have the right to live and work in the UK.

About MyBnk

The charity MyBnk is the UK's leading designer and deliverer of financial and enterprise education programmes for young people.

Our experts bring a range of workshops covering topics such as budgeting, tax, debt intervention, university finance and social enterprise to 7-25 year olds in schools and youth organisations.

We have helped over 200,000 young people manage their money and start their own business with 1,000 partner organisations. MyBnk also designs projects and training programmes for other organisations. We are recent winners of The Guardian Charity Award, Children & Young People Now Leaving Care Award and the Centre for Social Justice's Poverty Prevention Award. Our projects are proven and evaluated by the national Money Advice Service.

Our Vision:

A financially literate and enterprise driven generation.

Employer Benefits

MyBnk have a number of benefits for our employees including:

- ⚡ 25 days per year annual leave, pro rata full time equivalent (plus bank holidays)
- ⚡ Employer contribution pension scheme
- ⚡ Income protection insurance
- ⚡ Death in service insurance
- ⚡ Cycle to work scheme
- ⚡ Annual training allowance
- ⚡ Enhanced maternity, paternity and adoption leave and pay
- ⚡ Flexible working policy
- ⚡ Season ticket loans

MyBnk Values in Tweets

#YouthAtTheHeart of @MyBnk, why do we do it? – It's all about the young people #obvs.

#Impact @MyBnk, always delivering the best possible outcomes for young people #quality.

#LaughAsYouLearn @MyBnk bringing money & enterprise to life for young people, staying fresh, focused and fun.

#Driven @MyBnk, being relentless in the pursuit of our mission #pacesetting.

#StraightUp @MyBnk, telling it how it really is – helping young people make informed decisions.

Application Process

Please send a CV and covering letter to jobs@mybnk.org by Monday 1st July 2019.

Please state if you have particular contract preferences including availability. Interviews will take place at MyBnk offices Kings Cross in London.

Any Questions?

If you have any questions about this role please contact Manfred Meyer on 020 3581 9920 or 078 5554 4692 or email manfred@mybnk.org