

There has never been a more exciting time to join the HEY Smile Foundation team. Our work spans across the Voluntary, Community and Social Enterprise Sector (VCSE), as well as connecting opportunities with the private and public sector.

We are connected, joining assets to community knowledge, creativity and inspiration. We are helping VCSE organisations of all shapes and sizes be heard and play a part in solutions, not just highlight community problems.

We have grown significantly in the last 11 years but are still agile enough to respond to the community's need, not prescribe the same methodology *'because that's what has always been done'*.

We are sustainable in our own right. Whilst developing others, we have ensured we had one eye on our own platform, securing £3m in assets and generating an average of £800k turnover a year in earned income to be masters of our own destiny and focus on the Wow not Woe in our communities across the Hull and the East Riding.

Covid 19 has provided us with an opportunity to share our way of working further, and in the East Riding we are seen as a community lead and the *Go to Charity*, now more than ever. We are proud to say we now have the strongest charitable board in the region, and likewise we have a team of highly skilled and proactive charity leaders.

In July 2020, we welcomed Hull Youth Support Trust into the Smile family.

Hull Youth Support Trust (HYST) provide young entrepreneurs (aged 18-30) with subsidised office space for a two year period in order to make those first few years as comfortable as possible. Doing so should help our client's businesses grow and develop in the future. This, together with dedicated one-to-one business advice and personal support, will give every young person the fundamental skills to succeed in business.

HYST will look to work with young people who have previously been; unemployed, under-employed, disadvantaged in some way or are totally new to the world of business. We enable every young person to take responsibility of their own future and are willing to consider anyone with the drive and determination to run their own business.

We are committed to working with young entrepreneurs in the local area, making their businesses more competitive and sustainable to weather these early, daunting times. With our support, we foresee a whole generation of young start-up businesses going on to further develop their ventures, creating more jobs and contributing to the local community.

We are here to support young entrepreneurs from the humble beginnings of business generation through to looking into the space available at HYST business incubation centre (OneSixOne). Once our young business owners secure office space at OneSixOne the support and guidance continues throughout their tenure. This then gives them every opportunity to become commercially viable and allows the next generation of budding young entrepreneurs to start their journey with HYST.

This role is a Time to Shine internship, supported by The Rank Foundation:

The Rank Foundation is one of nineteen funders, foundations and philanthropists who are partnering with the Government's Community Match Challenge scheme.

The matched funding element is allowing for the Foundation to significantly scale the Time to Shine Leadership programme. Between November 2020 and December 2022, we will recruit and place 200 Time to Shine leaders, bringing fresh skills and talent to the social sector, to help future-proof its role throughout and beyond the pandemic.

Time to Shine is a leadership programme established by The Rank Foundation and is currently in its tenth year of operation. The purpose of Time to Shine is twofold:

- To enable individuals with the right skills mix, talent and work ethic, the opportunity to experience a 12- month paid leadership and development placement in a charity
- To fill organisational, developmental and skills gaps in smaller charities by identifying a specific piece of work that can be completed in 12-months

The programme aims to develop capacity and bring about sustainable improvements to the charity's performance whilst boosting employment prospects and building interest in career opportunities within the social sector.

Role Profile

1. Job title:	Centre Co-Ordinator and Administrator
Location:	161 High Street, Hull, as well as supporting the development of other centres across the East Riding
Reports to (Job Title):	Centre and Development Manager
Salary:	National Living Wage
Working Hours:	37.5 hours per week
Contract Duration:	12 month fixed term with the possibility of an extended contract dependent on the advancement of further funding.
Closing date:	Midnight on Tuesday 19 th January 2021

2. Purpose:

The Centre Co-ordinator and Administrator will play a key role in assisting the management and smooth running of the young entrepreneurs incubation space. An important aspect of the role is to aid the administration of the business, including improving data flow and identifying new ways of record keeping to reduce time loss, marketing, networking and innovative solutions alongside the support of the Centre and Development Manager.

Working closely with both the Centre and Development Manager the Head of Shared Resources and Trustees alike, as well as other staff and local statutory, voluntary and commercial sector organisations, the post holder will work to ensure the existing centre is a vibrant, well-managed facility that operates within a sustainable framework for the benefit of local young entrepreneurs. The Centre Co-ordinator and Administrator will also support the development and mobilisation of similar centres across the East Riding.

3. Joint responsibilities:

- Uphold and invest in the HEY Smile Foundation and Hull Youth Support Trust Vision, Mission and Values.
- Promote equal opportunities (in terms of race, gender, religion, sexual orientation, and other forms of discrimination) through the work of Hull Youth Support Trust.
- Listen to community needs, and work within a team to create co-developed solutions, ensuring education, development and investment is not done too but done with communities.
- Continually develop your skills to meet the needs of our evolving community needs.

- Be agile in your working, continually developing your skills to meet the needs of our evolving communities.
- Continue to help position Hull Youth Support Trust as the 'Go To' Charity in Hull and East Yorkshire for Enterprise Support.
- Develop case studies and impact reports, to ensure we are displaying our value to the VCSE groups across the East Riding.
- Ensure all policies and procedures are understood and adhered to.
- Support a positive working environment, be visible, energetic and participative, encouraging cross team working and initiatives
- Represent Hull Youth Support Trust at strategic meetings across the region and at times nationally.

4. Key role responsibilities

- To support the management of the Centre in accordance with the parameters of and under the direction set by the Centre and Development Manager.
- To aid development and implementation of procedures for the effective administration of its young entrepreneurs and volunteers.
- To promote the use of the Centre by, among other things, supporting the running of the Centre's website, maximising publicity opportunities and liaising with the local media.
- To aid the development of services and facilities in accordance with the aims of Hull Youth Support Trust
- To set up opportunities for close working relationships with local partners, particularly The Prince's Trust, other enterprise agencies locally and the Local Enterprise Partnership; to seek compatibility of activities and delivery of innovative joint ventures.
- To seek and develop opportunities for community engagement.
- To promote the opportunity for local enterprises and corporate businesses to run activity from the Centre, for example open days, social events, public meetings, advice services and training/classes.
- To aid the development of the services and facilities of the Centre in a strategic manner.
- To ensure the Centre has an up to date User Induction Pack and procedures for using the Centre.
- To support the maintenance of the financial position of the Centre, utilising appropriate tools (including Xero) and providing reports to Head of Shared Recourses and Trustees when required.
- To prepare reports for the centre and development manager to report into the Trustees as and when needed.
- To undertake such additional duties as necessary in relation to the work of the Centre.

5. Outcomes based

HEY Smile Foundation and Hull Youth Support Trust are continually working towards being outcomes focused. There is a lot of learning and development still to be concluded, but with this in mind your contracted hours are 37.5 per week. You will be asked to attend on and offline meetings weekly with your line manager and colleagues setting agreed outcomes for the period. However the way in which you distribute these hours across your working week is flexible, and strong communication with your line manager is key to make that arrangement a success.

6. Knowledge, skills and experience required by the job holder:

Taking on a role with Smile you will be seen as a leader in the East Riding voluntary, community and social enterprise sector, delivering capacity and capability support. You will form part of a team of experts, who share their skills and expertise alongside our partners across the private, public and voluntary sector, maximising resources for our inspiring communities.

Essential	Assessment
Self-motivated and able to work under own initiative if needed	Cover letter/CV and interview
Ability to write reports, case studies, blogs	Cover letter/CV and interview
A want to supporting an enterprising environment, entrepreneurs, supporting their development.	Cover letter/CV and interview
Ability to form and maintain appropriate relationships with other members of the staff team and external cross sector organisations	Cover letter/CV and interview
Good general IT skills, in addition be able to professionally operate meetings via, Zoom, Microsoft Teams and Skype.	Cover letter/CV and interview
Be confident in dealing with difficult situations	Cover letter/CV and interview
Desirable	Assessment
Have previously working for charities/ non for profit organisations	Cover letter/CV and interview
Have an understanding of fundraising in the charitable sector.	Cover letter/CV and interview

 Please get in touch if you would like to have an informal conversation to find out more. We'd love to hear from you. Please contact:

Mike Thompson
 Business Manager
 Hull Youth Support Trust
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 07841 845447

To apply for this role, please e-mail your CV with a covering letter/e-mail to recruitment@heysmilefoundation.org

This document is written to summarise the key responsibilities of the job holder. It is not intended to be exhaustive and the job holder may be required to do more than is listed here within reasonable parameters. Document date: January 2021