

Young Rewired State_

Young Rewired State is a not for profit organisation which works with young digital makers (aged 18 and under) around the world, predominantly in the UK. Our ambition is to provide a social and engaging environment for young people with an interest in computer programming to develop and apply their skills, and benefit their communities in the process.

We run free events around the world, with our annual flagship event 'The Festival of Code' being held for a week every summer in the UK. We also run regular meet-ups in centres around the UK where young people can apply their digital skills to take on a range of challenges with the help of volunteer expert mentors.

We're looking for a project manager to coordinate and deliver a youth development and engagement project for a collaboration between Young Rewired State and a client organisation (the partnership is yet to be announced).

The key features of the role will be:

- Liaising between Young Rewired State and the client, including scheduling meetings and consultancy between the two
- Facilitating client engagement and feedback to support the development of a digital skills training program for young people aged 13-25
- Digital content management, including:
 - Organising and curating digital learning content on a digital platform
 - Identifying content gaps and devising a content plan to a set of specified program objectives
 - Sourcing appropriate existing content, and devising new content to fill content gaps
- Event organisation:
 - Organising three-four large scale events (150-200 attendees) over the course of the year, including:
 - Liaising with the client on logistical matters such as venues and catering
 - Liaising with partner organisations to devise content for the events to deliver targeted outcomes
 - Recruiting attendees to the events
 - Liaising with YRS PR and client PR to raise the profile of the events
 - Organising up to ten smaller training session events (up to 20 people), including:

- Liaising with the client on logistics
 - Recruiting attendees to the event
 - Coordinating PR around the events
- Conducting research and evaluation throughout the delivery of the program, consisting of:
 - Devising and executing effective methods of analysis and evaluation
 - Gathering statistics based around young peoples' interaction with the program
 - Collecting case studies of young participants and finding creative ways to present them
 - Reporting regularly to the client on program engagement and young people's skills/learning, based on findings
- Budgeting
 - Managing a budget over the course of the year, including expenditure on events and partner engagement
- As a small organisation Young Rewired State requires project managers to assist in house PR with marketing their projects and generating PR content around them, including:
 - Generating creative case studies
 - Interacting with the YRS community and project community across social media channels
 - Writing blog content around project developments
 - Writing press releases and content for the media, where necessary

The skills set we are looking for is:

- Outstanding written and verbal communication skills as you will be helping to run workshops and author content including learning tools, blogs etc.
- A high level of digital literacy including the ability to update web content (although the ability to code is not required)
- An outgoing and confident personality as you will be required to take a prominent role in large scale events, and network with stakeholders regularly
- Professionalism, particularly on social media, as you will be expected to adhere to tone guidance when authoring official content
- It is important that you are extremely organised and are able to prioritise tasks and work to deadlines, as you will be coordinating events etc.
- Experience in communicating with diverse audiences as you will be regularly interacting with both young people and clients/corporate stakeholders
- Flexibility and initiative will be important as this is a new project and so is likely to require some experimentation and adjustment over the course of the year
- Creativity will be crucial to driving engagement with the project and executing a successful marketing/PR campaign around it

- Budgeting skills

Suitable candidates will have experience in:

- Project management and ownership of large scale delivery
- Event organisation
- Working to client briefs
- Working in technological/digital industries or departments
- Interacting with PR and marketing departments
- Working with social media in a professional context
- Writing content
- Managing budgets
- Performing to KPIs, evaluation, analysis and reporting

Terms:

This role is offered as a 10 month fixed term contract, running from March 2015 to January 2016 and you will be entitled to 20 days paid leave within that period. The role is full time.

Total remuneration for the 10 month period will be up to £27,000, depending on qualifications.

Ideally applicants for this role should be Birmingham or London based and will be required to travel between the two from time to time. The organised events will also take place around the UK so some travel will be required. Events may also take place on Saturdays so applicants should be prepared to work some weekends (with weekdays off in lieu).

Please send a CV and cover letter to ruth@rewiredstate.org by Wednesday 4th February 2015. Interviews for shortlisted candidates will take place on the 9th and 10th February 2015.