Regional Partnerships Manager Scotland
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Regional Partnerships Manager Scotland</th>
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<tbody>
<tr>
<td>Location</td>
<td>Office location in Glasgow. MyBnk operates a hybrid working set up to allow for some regular working from home</td>
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<tr>
<td>Duration</td>
<td>Permanent Full-Time, with near full-time applications considered</td>
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<td>Reporting To</td>
<td>Director of Delivery</td>
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<td>Salary</td>
<td>£32,000 - £34,000 depending on experience</td>
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<td>Closing Date</td>
<td>Wednesday 26th January, interviews to be held on Friday 28th January. Interviews to be held face to face in Glasgow city centre, subject to Covid restrictions.</td>
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Background

MyBnk is a UK charity that delivers expert-led financial education programmes to 5-25-year olds in schools and youth organisations – directly, virtually, and online. Our mission is to empower young people to take charge of their future by bringing money to life.

Together with young people, we have created innovative, high impact and high energy workshops that bring money to life. Our experts help to build young people’s money knowledge, skills, mindsets, and habits at key transitional moments. By spend, we are the UK’s largest specialist charity dedicated to this cause.

MyBnk covers topics such as saving, budgeting, debt, independent living, and public and student finance. We also design projects and training programmes for others. Since 2007 we have helped over 275,000 young people learn how to manage their money.
Our programmes focus on helping:

- **Young adults in the greatest need** – Who cannot afford mistakes
- **The very young** – When habits are set
- **All young adults entering independence** – Making choices now
- **Aged 11-16 increasingly engaging with money** – Preparing for the future

**The Role**

**Background**

MyBnk have had a full-time presence in Scotland since 2019, based in the central belt. We have two regional education officers who support c.1000 young people a year. Half of them being vulnerable young adults aged 16-25, the other half are in primary and secondary schools. We have secured funding to open our award winning The Money House youth homelessness programme in Glasgow in 2022, which will require the addition of this management role, as well as two further delivery roles.

**Overview**

This role will oversee all MyBnk’s operations in Scotland. You will lead our Scotland team, managing both existing and new staff. You will play a key role in coordinating and developing the relationships needed for MyBnk to continue its integration into Scottish schools, local youth provision and the local authority landscape. An initial primary objective will be to develop relationships and the infrastructure for The Money House in Glasgow opening in May 2022.

Operations you will manage will primarily involve delivery of education workshops at host organisation premises (schools and youth groups) and supporting young people to attend education workshops on our premises at The Money House. The role will line manage & quality assure regional education officers, freelance trainers and The Money House lead trainer. You will be responsible for enhancing our existing network of partner organisations in Glasgow to create a pipeline of young people attending The Money House courses.

**Responsibilities**

**Develop our network of partnership organisations**

- Enhance our existing network of national and local organisations who work with young people that would benefit from better financial education
- Support the set up and running of The Money House. Stakeholders likely to be local community groups/charities, local authority services and housing associations. Project components include:
  - Setting up and running a local steering group for stakeholders of the Glasgow Money House
  - Organising a property for physical courses to run from
  - Requesting a financial contribution from local authority &/or housing stakeholders
- Ensure the network you build provide a pipeline of young people attending The Money House programme and improve referral figures where needed.
- Identify, seek support on and problem solve logistical blockages such as low referral numbers
Line manage and support regional staff

- You will line manage The Money House lead trainer, Regional Education Officers and support regional freelance trainers. This will include induction activities and coordination with MyBnk’s training team.
- You will coach staff towards meeting delivery targets, actively supporting with difficulties and troubleshooting any issues they may face with their deliveries.
- You will quality assure all regional staff, observing their education workshops and providing feedback.
- You will take part in MyBnk’s performance management processes, including appraisals, bi-weekly one-to-ones, wellness action plans, etc.

Regional Management

- You will be a central point of contact for MyBnk in the region, internally & externally. You will bring relevant learnings from Scottish operations into MyBnk.
- You will be responsible for regional delivery targets. Supporting delivery staff to achieve them and report back against funder and overall targets.
- You will be responsible for overseeing the accreditation marking system from accredited courses delivered in Scotland, liaising with MyBnk’s Quality & Training team.
- You will support, but not be responsible for, central MyBnk functions with regional relevance, such as fundraising, communications & evaluation.
- You will be responsible for coordinating regional programme adaptation & youth engagement activities to support MyBnk’s value of #youthattheheart

Person Specification

We want to ensure that our staff represent the young people they support so they can provide meaningful, authentic education opportunities. We therefore encourage applications from those with lived experience of disadvantage. MyBnk will not discriminate, ensuring that each candidate is assessed only in accordance with ability to perform the role.

We are looking for a self-starter with a passion for financial education and levelling the playing field. Someone who is results-oriented and able to move things forward.

You must:

- Have experience of successfully managing education/community projects. Ideally in a relevant sector such as education, life skills, youth homelessness or financial education.
- Be great with people. Have excellent relationship building skills and demonstrable experience in creating, maintaining, and enhancing effective working relationships with individuals at all levels, from strategic policy makers to frontline support workers.
- Being able to maintain strong working relationships with colleagues, ideally with management experience. Be able to lead, support and motivate an internal team to meet targets.
- Have the confidence to engage with a range of people in different environments and speak passionately about a project or issue to enthuse others.
- Have the analytical skills to recognise, justify and explain trends within data, and use...
these to tackle problems or build upon successes

- Possess strong decision-making and leadership skills, taking all operational and strategic variables into account.
- Have strong organisational, administrative, IT and time management skills
- Uphold the MyBnk values of #youthattheheart and #impact based interventions in your decision-making
- Have the right to live and work in the UK

You might also have:

- Experience of working with local authorities, particularly Housing and Children’s Services
- Understanding of the Scottish education system & community support programmes
- Knowledge of social housing and housing allocations processes
- Understanding of financial education
- Understanding of youth homelessness

Inclusivity

MyBnk is dedicated to building an inclusive culture and working environment that promotes a sense of safety and belonging for our staff to feel supported to achieve their potential.

We know there is further to go and so we have established an Anti-Racism Committee, which works with the wider MyBnk team to ensure that we are listening, learning and constantly evolving to root out and tackle racism in all its forms.

MyBnk will not discriminate either directly or indirectly on the grounds of race, nationality, ethnic origin, gender, marital status, pregnancy, age, disability, sexual orientation, gender reassignment, ethnicity, neurodiversity, cultural or religious beliefs. Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of their disability.

Application process

Please send a CV and covering letter to jobs@mybnk.org. Also state if you have particular contract preferences including availability.

Any questions?

If you have further questions about this role, please Steve Korris, Director of Delivery, at steve@mybnk.org