

MULBERRY SCHOOLS TRUST

JOB DESCRIPTION	
Post title:	Changemakers Programme Coordinator
Grade:	PO2
Department:	CEO's Office
responsible to:	Director of Governance and Development
Contract length:	Permanent
Working pattern:	Full time 35 hours, with occasional weekend and evening work
Responsible for:	Supervision of directed project workers
Date:	March 2025

Role Purpose:

Join the Changemakers Team and Make a Social Impact

Are you ready to be part of something truly transformational and entrepreneurial? The Mulberry Schools Trust is looking for a passionate and driven **Changemakers Programme Coordinator** to join our dynamic team and help us shape the future of young people. As a key player in the CEO's office, you'll work closely with the Director of Governance and Development on ground-breaking projects that create **real opportunities** for students and their families.

This is your chance to make a lasting difference through two incredible Changemakers programmes to begin with – **Global Girl Leading** and the **Mulberry Schools Foundation**. The role is evolving and you will work on a portfolio of Changemakers programmes and you should be willing and excited for your work to change and expand including working with school internationally. You will be at the heart of designing and delivering cutting-edge programmes that empowers and inspires young people. From exciting workshops to unforgettable in-person and online events, you'll play a crucial role in bringing these experiences to life.

What you'll be doing:

- **Curating Impactful Programmes:** Shape the future of our Changemakers programmes by creating content that speaks to the heart of what young people need. Make sure every participant feels valued, supported, and ready to lead.
- **Leading Memorable Events:** You'll take the lead on everything from event logistics to creating safe, welcoming, and fun experiences for all. Whether online or in person, your work will ensure every participant leaves inspired and empowered.
- **Championing Diversity:** As the first point of contact for our participants, you'll work with young people from diverse backgrounds, ensuring they're fully supported to thrive and grow throughout their journey.

- **Maximising Impact with Partners:** Collaborate with our amazing network of supporters and partners to take these programmes to the next level and ensure we reach as many young people as possible.
- **Driving Fundraising Success:** Take the reins on leading the fundraising for the Mulberry Schools Foundation, researching new funding opportunities, writing compelling applications, and managing the entire process to secure the funds we need to make a greater impact.

What's in it for you?

This is not just a job – it's an opportunity to develop invaluable leadership skills, gain hands-on experience in the education sector, and make your mark on projects that directly affect young lives. As a member of our small, dynamic team, you'll have the chance to grow, learn, and create a pathway into future leadership roles in education and the third sector.

Ready to make an impact? Apply now and help us inspire the next generation of changemakers.

Global Girl Leading: Empowering Girls to Lead the Change

Global Girl Leading is not just another programme – it's a **movement!** As part of the Mulberry Changemakers Programme, this leadership development initiative is **by girls, for girls**, where young women are given the tools, support, and platform to lead with power and purpose.

In this dynamic programme, girls don't just learn – they **create**. They collaborate with peers and teachers to design and lead impactful activities, focusing on essential skills like **negotiation, teamwork, risk-taking, and campaigning**. It's a space where their voices are not just heard but **celebrated**, and where they are coached and empowered to drive real change.

Through Global Girl Leading, these young leaders **experience the incredible power** of influencing change, building **resilience**, and discovering their own **self-confidence**. It's a space where they gain the tools to stand up, speak out, and make a difference, knowing that their actions can inspire a ripple effect of change in their communities and beyond.

Mulberry Schools Foundation: Championing the Future of Young People

The **Mulberry Schools Foundation (MSF)** is not just a charity – it's a **game-changing force** dedicated to **supporting, developing, and empowering** young people and their families. Created by the Mulberry Schools Trust as part of the **Changemakers programme**, MSF is on a mission to uplift and inspire the next generation, both within the Trust's schools and far beyond – in local communities and across the globe.

This powerful foundation is committed to making sure young people have the resources, opportunities, and **support they need to thrive**, whether it's through leadership development, educational resources, or community connections. By championing these future leaders, MSF is building a **global network of changemakers** who will go on to create positive impact in their own communities and the world at large.

Key Accountabilities, Duties and Responsibilities

Changemaker Programmes: Leading, Inspiring, Empowering

As a part of the **Changemakers Programme**, you'll be at the forefront of creating life-changing experiences for young people. The role involves multiple responsibilities focused on the development, organisation, and expansion of the Global Girl Leading programme.

Key responsibilities include:

- **Develop the Global Girl Leading Programme:** Work alongside a passionate team to design and grow the **Global Girl Leading programme**, creating an accessible, scalable, and **highly impactful learning experience** for young women everywhere.
- **Organise the Global Girl Leading Conference annually:** Be the driving force behind the **Global Girl Leading Conference**, handling everything from **venue management** to **travel arrangements** and **speaker coordination**. This is your opportunity to create a truly memorable event that brings young leaders together from across the world.
- **Engage with Inspirational Guest Speakers & Partners:** Research, reach out to, manage and collaborate with **dynamic guest speakers** and key partners to enhance the programme's impact.
- **Design & Lead Interactive Learning Sessions:** Be the architect of engaging and interactive sessions for young people, including **workshops**, **peer-to-peer learning groups**, and **networking opportunities**.
- **Engage Schools Globally:** Work with schools both **in the UK and internationally**, ensuring they're fully invested in all **Global Girl Leading projects** and helping to expand the programme's reach.
- **Oversee Partnerships:** With support from the Director of Governance and Development, you'll manage and develop exciting new partnerships that amplify the programme's influence and bring more opportunities to young people.
- **Collaborate with Enrichment Leads:** Work closely with **enrichment leads** across the Trust's schools to ensure **Global Girl Leading** is embedded and flourishing in every classroom.
- **Measure and Communicate Impact:** Collect and analyse both **quantitative** and **qualitative** data from participants to track success, identify opportunities for growth, and communicate the powerful impact of the programme to the world.
- **Create a Social Media Content Plan:** Collaborate with the team to develop a **social media content plan** that showcases the inspiring stories of participants and effectively shares the **impact of all Mulberry Changemakers programmes**.
- **Support Key Trust Events:** Help organise and manage key events like the **Annual Education Lecture**, **STEM Academy events**, and **conferences**. You'll be instrumental in ensuring that every event runs smoothly and makes a lasting impact.
- **International Study Trips:** Assist the Director of Governance and Development in **organising international study trips** that give Trust students **global learning opportunities** they'll never forget.
- **Administrative Support:** Provide vital **administrative support** to the CEO's office, helping to keep everything running smoothly and efficiently.
- **CEO Support:** Assist the CEO's office when required and directed, providing the support necessary to help drive the Trust's ambitious goals forward.

Drive Change and Champion the Mulberry Schools Foundation's Growth

As a key part of the **Mulberry Schools Foundation** team, you'll play an essential role in securing funding, building relationships, and amplifying the Foundation's impact through strategic communication

Key responsibilities include:

- **Research and Secure New Funding Opportunities:** Dive into research to identify **new funding opportunities** that align with the Mulberry Schools Foundation's projects. You'll play a key role in being responsible for securing **core funding** and ensuring the continued growth and success of MSF.
- **Prepare High-Quality Bid Applications:** Take charge of crafting and submitting **compelling bid applications**, including detailed budgets, to ensure that MSF's projects are funded. Your writing will be vital in meeting deadlines and securing the financial support needed to make a real difference.
- **Manage Relationships with Grant Makers:** Build and nurture relationships with **grant-making bodies**. You'll ensure a **timely schedule of contact**, providing outstanding **account management** to maintain and strengthen these partnerships.
- **Develop an Endowment Fund:** Support the development of a **sustainable endowment fund** for MSF that will ensure long-term financial health and provide a legacy of support for future generations.
- **Track Spending and Provide Evidence:** Ensure all funding is **used effectively**, overseeing and keeping track of spending and ensuring that outcomes are documented. You'll ensure a smooth flow of information and **powerful case studies** to support future applications.
- **Manage Donor Relationships:** Develop and maintain a **key donor database** to ensure that MSF's supporters are always informed, appreciated, and engaged.
- **Organise High-Impact Fundraising Events:** Plan and execute **fundraising events** that inspire and engage. From intimate gatherings to large-scale activities, you'll play a pivotal role in raising essential funds and awareness for MSF's work.
- **Support MSF's Governance Functions:** Attend key meetings, take minutes, and support the governance functions of MSF to ensure smooth operations and strong decision-making.
- **Lead MSF's Communications Strategy:** You'll take the lead on **creating innovative content**, preparing documents, and maintaining the **website**. Your work will help grow MSF's **social media presence**, amplifying its impact and reaching a wider audience.
- **Identify and Engage Philanthropists:** Collaborate with the **Director of Governance and Development** to identify **philanthropists**, build relationships, and secure major gifts that will fuel the Foundation's growth.
- **Prepare Case Studies and Impact Evaluations:** Showcase the power of MSF's work by preparing **case studies** and **impact evaluations** that highlight the incredible difference MSF is making in the community.
- **Support the CEO and Trustees:** Provide strategic support to the **CEO and Trustees** by preparing insightful **briefing papers** that help them make informed decisions and keep the mission on track.

This is a **dynamic, high-impact role** where your efforts will directly support young people and families. You'll be working in an environment full of passion and purpose, with the chance to **shape the future** of Mulberry Schools Foundation

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Director or CEO to carry out appropriate duties within the context of the job, skills and grade.

Person Specification for the post of Changemakers Programme Officer

Education/Qualifications

- Educated to degree level.
- Further professional qualifications desirable.

Knowledge and Expertise

- Events management.
- Strategic internal and external communications planning and delivery.
- Marketing/ marketing evaluation systems.
- Proven record of fundraising.

Experience

- Experience of working with young people.
- Strong writing and editing skills, including the ability to tailor content and format. to different audience needs.
- Initiative and ability to work without direct supervision.
- Diplomatic with strong interpersonal and listening skills.
- Thoroughness with an eye for detail.
- A team-player who is happy to go beyond their own responsibilities to help others at busy times.
- Ability and willingness to work outside normal office hours as required.
- Experience in managing and delivering large scale events.

Skills and Abilities

- Ability to think creatively and strategically.
- Writing persuasive, well targeted copy for print and online communications channels.
- Ability to create and deliver oral presentations that are authoritative and instill confidence
- Ability to handle challenging situations professionally and sensitively
- Strong negotiating skills
- Leadership, team-building and mentoring
- Ability and desire to see (and influence) the overall picture
- Have an unfailing eye for detail
- Ability to work independently and collegially
- Ability to handle sensitive and confidential information with complete discretion
- Excellent interpersonal skills and networking skills with the ability to build positive relationships with a diverse range of staff, parents and other stakeholders
- Excellent administrative and organisational skills
- A commitment to continuous professional development
- Proficiency in IT packages such as Microsoft Office.

A satisfactory Enhanced DBS is a requirement of the post.