

## **Programme Coordinator**

### **Belong to Something Amazing...**

Catalyst is seeking an experienced and highly motivated Programme Co-ordinator to deliver our Shared Education for Positive Innovation\* (SEPI) programme with schools and teachers on a cross-border cross community basis.

\*SEPI is funded by SEUPB PeacePlus Programme Area 3.1 Shared Learning Together (North/South schools exchange).

### **About Catalyst**

We are a non-profit organisation that supports science and technology innovation in Northern Ireland with buildings and hubs in Belfast and Derry/Londonderry where companies can use our flexible workspaces to operate from. We use the profits generated from our property portfolio to deliver entrepreneurial support programmes, facilitate funding, inform policy and accelerate technology-based research and development, by linking with academia and government.

### **Working at Catalyst**

A certified Great Place to Work® and recognised as one of the top 100 Workplaces in the UK for 2024, receiving awards for Best Place to Work, Best Workplace for Development, Best Workplace for Employee Wellbeing, and Best Place to Work for Women, Catalyst is one of Northern Ireland's most exciting employers.

With a strong vision of Opportunity for all from world-leading innovation, this is a workplace brimming with ambition to create social, cultural, and economic advantage. We are a force for good, bold in our approach with integrity at our core and passion in everything we do.

## **Diversity and Inclusion at Catalyst**

Diversity and inclusion aren't boxes to tick on a CSR list. At Catalyst, they are part of our DNA, lived, breathed, seen, and heard across our community, projects, and co-working spaces.

We not only want to foster and empower a culture of innovation, but also an environment where people can be their true, authentic self and thrive, and we are proud to be recognised by the Diversity Charter for achieving silver status, with ambitions to progress to Gold.

As an equal opportunity employer, we recruit based solely on the individual's ability to perform the role, and that's allowed us to create an inclusive workplace which celebrates the diversity of our teams and community.

## **Key Information**

- Full time, fixed term contract ending April 2028.
- Attractive benefits package – including flexible working options
- Competitive salary up to £29,000
- Office based at The Innovation Centre, Queens Road, Belfast
- Reporting to Programme Manager
- Closing on Monday 1<sup>st</sup> September at 12noon.

## **The Role**

The SEPI programme aims to foster cross community and cross-border collaborations between participants by providing a structured programme of best practice exchange, shared learning and collaboration on the tackling of environmental challenges.

The programme will be delivered to 500 schools over a 4-year period through two concurrent and complementary elements of activities.

1. Core Student Programme - The core programme aims to promote dialogue and positive exchanges between young people while also facilitating the development of an entrepreneurial mindset and innovative thinking.

Key activities include: Teacher and student training days, virtual courses, impact day design sprints and a cross-Island Climate Summit and awards ceremony.

2. Transformational Schools Leadership Programme – This provides opportunities for school leaders and educationalists to develop joint approaches to shared leadership issues across schools through a structured development programme.

Key activities include: Once large scale annual conference and smaller thematic or regional seminars/workshops.

SEPI is delivered jointly with Co-operation Ireland to engage with 4000 students and 900 educationalists. This project will enhance cross-community and cross border engagement, develop student skills and relationships, build networks for schools, facilitate positive peacebuilding and climate action initiatives and promote digital and innovative learning. This project is designed to energise the imaginations and aspirations of young people by increasing their awareness of future careers in tech, innovation, and entrepreneurship. As a Programme Co-ordinator, you will be responsible for designing and facilitating impact day design sprints to students aged 16-18 years old on a cross-border and cross community basis. You will work closely with the Youth and Ambition Programme Manager and provide support on any other activities needed to deliver the programme. The role will require a large amount of travel (claiming for fuel is permitted).

### **Responsibilities:**

- Support in the organisation and delivery of an engaging, meaningful, and innovative programme that will promote dialogue and positive exchanges between young people on a cross border and cross community basis.
- Facilitate high energy and innovative design sprints and workshops within schools to upskill young people in the development of an entrepreneurial mindset and innovative thinking, develop key relationships and inspire young people with the opportunities available to them.

- Develop engaging workshops, exercises, and resources to support young people in climate change, peacebuilding, innovation and entrepreneurship.
- To maintain a strong working relationship with companies within the Catalyst community including tenant companies and Catalyst partners, and with stakeholders within the education sector such as teachers, school principals, Education authority representatives and others.
- Ensure feedback and impact data is collated and presented in a timely manner to appropriate audiences.
- To prepare, attend and deliver visually appealing keynote presentations to a range of audiences as required.
- Work with the finance team to successfully procure suppliers following SEUPB guidelines
- Ensure data protection and safeguarding processes are up to date and stringently adhered to
- Liaise with companies who are involved in the SEPI programme
- Work closely with the Marketing and Brand team to support the promotion of the SEPI programme
- Undertaking any other reasonable duties which fall within the remit of this role.

#### **Essential Criteria:**

- Two years' experience working within a similar role
- Proven experience of organising successful events and/or programmes for young people (14- to 18-year-olds), including creative design and delivery
- Working knowledge and experience using the Design Thinking methodology
- Excellent communication skills – both written and verbal
- Strong public speaking skills and ability to present to large audiences
- Experience of working with and motivating young people
- Have an entrepreneurial mindset
- Ability to organise and plan work to achieve performance targets and deliver to strict deadlines
- A proven team player
- Passionate about inspiring young people to innovate

## Other Requirement

- Full current driving license and access to own transport
- Proof of right to work in the UK
- On occasions to work evenings, weekends or residentials for events
- Basic Access NI check

*Criteria may be enhanced to aid shortlisting. Exceptional candidates who do not meet the criteria may be considered for the role provided they have the necessary skills and experience*