

HEY Confident Futures Programme Coordinator

General information:

Job title: HEY Confident Futures Programme Coordinator

Reports to: HEYCF Programme Manager

Type of role: Fixed term contract, 30 months with possibility of extension

Hours: 15 hours per week

Salary: £28,500 pro rata

Location: home-working with ability to travel throughout North and East Yorkshire, including regular travel to Hull, the East Riding of Yorkshire and York.

About HEY Confident Futures

HEY Confident Futures is all about celebrating and nurturing connected, collaborative and generous leaders.

Born from the HEY100 Clore leadership programme in Hull in 2018, HEY Confident Futures is a place-based network and leadership development programme for staff, volunteers and trustees from voluntary, social and cultural organisations in Hull and East Yorkshire. Run by a team from Two Ridings Community Foundation and funded by the National Lottery Community Fund, each year HEY Confident Futures offers a vibrant programme of workshops, training, events, one-on-one support and networking opportunities. [Read more here.](#)

There are two core elements to HEY Confident Futures:

A Leadership Network - To grow and nurture a network of people working in the social and cultural sector in Hull and East Yorkshire

Leadership Development - A series of leadership development opportunities to suit all individuals at every stage of their leadership journey

Our shared values transcend our geography or sector and as a network we commit to being:

Celebratory

- We are remarkable and celebrate our individual and collective achievements.
- We are a diverse collective and celebrate difference.

Nurturing

- We inspire those new to leadership, building confidence and supporting development
- We are kind and welcoming to all, creating a safe space for us to learn and share with peer-support at the heart of the network
- Support is free to all and tailored including 1:2:1 and small groups

Connected

- We are stronger together, and work to create the conditions for relationships of trust and confidence in each other
- All members are equal and empowered to have a voice

Generous

- We are resourceful, available and open to others with our members at the heart of everything we do
- You get back what you put in and are encouraged to share your learning, expertise and experience with others

Collaborative

- We are ambitious; we have big social and cultural issues to tackle together
- The network is co-designed and iterative, led by HEYCF Collective, to be responsive to changing needs

Job Purpose

Working with the HEY Confident Futures Programme Manager, the **HEY Confident Futures Programme Coordinator** will support the development, design, recruitment, delivery and evaluation of our Coaching, Mentoring and New To Leadership programmes. You will liaise with programme consultants, delivery partners and participants to ensure the smooth delivery of these programmes, maintaining accurate records for evaluation and monitoring purposes. Working with the HEYCF team, you will promote, publicise and demonstrate the impact of these programmes and offer 1-2-1 support to HEYCF members to ensure they access the support they need. You will co-facilitate and support networking and development activities as required.

Job Description

Specific responsibilities:

Working under the guidance of the HEYCF Programme Manager, and in line with the HEY Confident Futures strategy, the postholder will:

1. Support delivery of the New To Leadership programme
 - Promote activities to potential participants using a range of digital platforms.
 - Host and facilitate online Drop-Ins for members and lead the application process, ensuring the programme is inclusive and accessible.
 - Support with selection of participants and communicate effectively with them to identify their needs and promote their participation throughout.
 - Ensure all practicalities relating to activities are managed effectively, including communicating with facilitators, maintaining attendee lists and arranging venues, equipment and catering on time and within budget.
 - Evaluate all activity, securing feedback to assess impact and ensure ongoing learning.
 - Support facilitators during delivery of activities as appropriate.
 - Encourage participants to share their learning, in order to build capacity within the wider network.
2. Support delivery of the Yorkshire Accord Coaching Partnership
 - Promote the programme to potential participants using a range of digital platforms to recruit coaches and coaches.
 - Host and facilitate online Drop-Ins for members and lead the application process, ensuring the programme is inclusive and accessible.
 - Support with selection of participants and communicate effectively with them to identify their needs and promote their participation throughout, promoting training and CPD activities.
 - Communicate effectively with coaches and coaches to identify needs, promote participation and gather feedback to share with Yorkshire Accord.
 - Liaise effectively with the Yorkshire Accord Scheme Leader, participating in matching meetings and representing HEYCF on the Yorkshire Accord Steering Committee.
 - Evaluate all activity, securing feedback to assess impact and ensure ongoing learning.
 - Administer the contract with Yorkshire Accord.

3. Support delivery of a new Mentoring Programme
 - Work with the HEYCF Programme Manager and other stakeholders to support the co-design, development and delivery of an impactful and inclusive Mentoring Programme for members
4. Offer 1-2-1 support to HEYCF members and co-facilitate networking and development activities as required.
5. Other:
 - Support the HEYCF team to minimise the environmental impact of our work.
 - Represent HEYCF at events to promote the network.
 - Take time to learn about the leaders in our area of (East Yorkshire and Hull) with genuine interest and enthusiasm so you can effectively champion their needs, issues, successes and ambitions.
 - Keep abreast of developments and policy changes across the charity sector, especially in the leadership world.
 - Adhere to Two Ridings' core principles and values and be a responsive and friendly face of the Foundation for our members and partners.
 - Work as part of a team ensuring that all team functions are covered.
 - Undertake ongoing learning and development regarding our commitment to improving equity, diversity and inclusion, and work in a fair and reasonable manner towards all people, ensuring service standards are maintained for all.
 - Carry out the duties in accordance with the Foundation's Health and Safety, GDPR and other relevant policies and procedures.
 - Undertake other duties related to the work of the Foundation. This is not meant to be an exhaustive list of duties. The need for flexibility is required. We are a small team, and the post holder is expected to carry out any other related duties that are within the employee's skills and abilities whenever reasonably instructed.

Person specification:

The tables below list the essential and desirable skills, knowledge and experience we think are necessary for the role. We are also open to applications from individuals who would bring some, but not all, of the points on the list, but who can demonstrate eagerness and potential to learn and develop in the role. If you are in doubt, please contact us to discuss your suitability.

Person specification:

Essential skills, knowledge and experience	How evidenced
Demonstrable commitment to the vision, mission, values and objectives of the Foundation and the HEYCF network.	Application & interview
A good understanding of VCSE sector in Hull & East Yorkshire	Application & interview
Experience of delivering Leadership, Learning & Development, coaching or mentoring programmes	Application & Interview
Excellent and confident communicator – especially able to write clearly and succinctly for a wide audience, but also to interact effectively by phone, online and in person.	Application & Interview
Highly organised, able to work under pressure, capable of juggling projects and activities, delivering a plan and responding swiftly to circumstances when required.	Application & Interview
Highly motivated with enthusiasm and determination	Application & Interview
Ability to work autonomously and be self-motivated but also collaborate with the wider team	Application & Interview
Experience in creating, implementing, managing and monitoring leadership development activities to a high standard that deliver results	Application & Interview
Ability to develop relationships with people at all levels, and from diverse backgrounds and cultures	Application & Interview
An understanding and commitment to removing barriers and creating environments that support Diversity, Equity and Inclusion.	Application & Interview
Ability to travel across Hull and East Yorkshire, including by car when needed	Application & Interview

Desirable skills, knowledge and experience	How evidenced
A good understanding of HEY Confident Futures leadership network	Application
Good understanding and practical experience of working across digital communication channels including Microsoft Office tools, Mailchimp, survey monkey, LinkedIn, Instagram, Facebook and Canva	Application
Knowledge of the legal environment, including GDPR and professional codes and standards	Application
Able to build trusting & open relationships and create connections	Interview
Curious & open approach to challenge and complexity	Interview
An interest in environmental impact	Interview
Appreciative of different perspectives & sees and values people as being resourceful and bringing strengths, not problems	Interview
Interest in identifying how technological developments, such as AI, can strengthen our activities	Application and interview

For more information on HEY Confident Futures: <https://www.tworidingscf.org.uk/hey-confident-futures-leadership/>

For an informal chat contact Paula Bielby pbielby@tworidingscf.org.uk

Please send your application to recruitment@tworidingscf.org.uk

Closing date: 12th June 2026

Interviews: w/c 22nd June 2026