

# POSITION DESCRIPTION

---

Position:	YES Coordinator (aka “Student Wrangler”)
Vacancies:	2x Part-time positions
Region:	Region 1 (Nelson, Marlborough, Canterbury & West Coast) (24hrs per week) Region 2 (Otago & Southland) (20hrs per week)
Location:	Work-from-home, based within delivery region
Travel:	Regular regional travel, occasional national travel
Reports to:	Head of YES

---

## Key Purpose of Role

The YES Coordinator plays a key role in bringing The Lion Foundation Young Enterprise Scheme (YES) to life within their region.

As the regional lead and front-facing representative of YES, this role is about people first - inspiring, guiding, and supporting rangatahi and teachers to engage confidently in enterprise learning, while helping schools feel connected, supported, and proud to be part of YES.

Acting as a connector between schools, students, business, and the wider YES whānau, the YES Coordinator helps foster an enterprising culture and creates meaningful experiences that support young people to back themselves, test ideas, and grow.

## What This Role Focuses On

At its heart, this role is about:

- Leading the delivery of YES in your region, ensuring a high-quality, consistent experience for schools and students
- Growing participation and engagement, alongside School Engagement Managers
- Being the face of YES locally, hosting and representing the programme at regional events and hui
- Celebrating success, showcasing student achievement and strengthening the profile of YES in the community

You'll be based in your region, while working as part of a connected national team, supported by the Head of YES and YES HQ. Collaboration, shared learning, and backing each other is central to how we work.

## Part of a Wider “YES” Whānau

YES Coordinators work closely alongside:

- School Engagement Managers
- Operations & Events Team
- Comms & Marketing Advisor
- The wider national YES team

While your focus is regional, this role also contributes to national planning, hui, training, and shared practice, helping shape the future of YES across Aotearoa.

## Key Responsibilities of Role

Key responsibilities for this role fall into the following areas:

- Engaging with schools and students
- Data & Reporting
- Events & Regional Delivery
- Engaging with Business, Sponsors, and Media

### Engaging with Schools and Students

Together, YES Coordinators are responsible for:

- Building strong, trusted relationships with students, teachers, and school leadership
- Supporting schools throughout the YES journey through regular contact, guidance, and encouragement
- Helping teachers and students prepare for key YES challenges and milestones
- Supporting growth through recruitment of new schools and retention of existing schools, in partnership with School Engagement Managers
- Communicating clearly and regularly with schools about:
  - Programme updates and deadlines
  - Regional and national events
  - Opportunities beyond the classroom
- Meeting with each participating school at least twice per term (in person or online)
- Mentoring students as they develop ideas, build confidence, and navigate the realities of enterprise
- Marking student submissions and providing constructive, timely feedback

### Data & Reporting

- Maintain accurate records of school, teacher, student, and business engagement using YES systems
- Track participation and regional activity to support learning, reporting, and improvement
- Contribute insights from your region to inform national planning
- Ensure key deadlines and programme requirements are met

### Events & Regional Delivery

YES regional events are led and coordinated by the Operations & Events Team. YES Coordinators play a critical role in bringing these events to life locally.

You will work closely with the Operations & Events Team and are expected to:

- Act as the host and local face of YES at regional events
- Build strong connections with schools, students, and stakeholders attending events
- Facilitate sessions and engage with rangatahi, teachers and stakeholders on the day
- Support safe, welcoming, and inclusive event environments
- Assist with follow-up and relationship-building after events

Key regional events include:

- Spark Tank (Feb / March)
- Mid-Year Pitches (May / June)
- Market Day (July / August)
- Regional Finals (October)
- Workshops (e.g. CEO Day, CFO Day)

### Engaging with Business, Sponsors, and Media

- Recruit and support local business judges, mentors, and advisors
- Support regional sponsorship opportunities in collaboration with the Head of Partnerships and

- Marketing
- Maintain relationships with existing sponsors, keeping them connected to student impact
- Build relationships with regional media to help celebrate student stories and success

## Team and Organisational Contribution

At YES, we back each other. From time to time, this role may also involve:

- Supporting teammates during busy periods
- Facilitating or supporting delivery across YES programmes and events
- Assisting with national events or initiatives
- Participating in team hui, training, and continuous improvement mahi

## Skills, Attributes and Experience

### We're looking for someone who brings:

- Strong people skills and confidence engaging with rangatahi, teachers, and business leaders
- Passion for youth development and real-world learning
- The ability to facilitate engaging, inclusive conversations and sessions
- Adaptability and resilience - no two weeks are the same
- Good organisation and follow-through
- A creative, curious mindset and willingness to try new things
- Comfort working independently while being part of a team

### Experience that helps:

- Relationship or stakeholder management
- Facilitating groups or workshops
- Working with young people
- Event delivery or programme coordination

### Nice to have, but not required:

- Familiarity with secondary education
- Knowledge of entrepreneurship, business, or the start-up ecosystem.
- Experience in customer service, sales, or community engagement

## Child Safety and Professional Responsibilities

This role works directly with young people under 18 years of age. The successful candidate will:

- Comply with the Children's Act 2014
- Maintain a clean and current police vet
- Uphold professional boundaries and safeguarding policies
- Escalate concerns appropriately and follow mandatory reporting processes

## Our Brand Values

Our values guide us in how we work and how we show up for each other and our rangatahi:

- **Love What You Do** - Purpose-driven mahi that matters
- **Connect & Collaborate** - Relationships sit at the heart of impact
- **Try New Stuff** - We test, learn, and grow
- **Make It Real** - Learning by doing, not just talking
- **Aim for Awesome** - Because rangatahi deserve it