



## **Financial Education Consultant – Tyne & Wear**

### **Job Description**

**Reports To:** Head of Young People Programmes

**Direct Reports:** None

**Contract:** Freelance (12-month minimum commitment)

**Hours:** 30 hours per school term, depending on demand and available funding

**Based:** Tyne and Wear (with travel across into Northumberland desired)

**Rate:** £25 – £75 per hour depending on workshop and delivery arrangements

**Expenses:** Out-of-pocket expenses will be reimbursed when incurred in accordance with our expenses policy.

### **About Us**

For over 25 years, The Money Charity has been the UK's financial capability charity. We proactively provide education, information, advice and guidance to people of all ages, helping them to manage their money well and increase their financial wellbeing. We believe that being on top of your money as a part of everyday life reduces stress and hardship, helps you achieve your goals and live a happier life as a result, so we empower people across the UK to build the skills, knowledge, attitudes and behaviours to make the most of their money throughout their lives. We aim to change the culture around financial wellbeing by working with the financial services industry to improve practices and outcomes for their consumers, and influencing policy-makers, media, industry and public attitudes. We're a small, passionate team with a big reach and an open mind, committed to quality, accessibility and inclusiveness.

### **About The Role**

A core strand of the charity's offering works to help young people aged 11-19 years build the skills, knowledge, attitudes, and behaviours to manage their money well. This includes the delivery of both charged for and fully-funded money management workshops in secondary schools as well as colleges and community settings across the UK. In 2019, our total reach exceeded 200,000 students since our workshops began in 2010.

The workshops are designed to be interactive, engaging and bring the topic of financial management to life. For more information, please see our [website](#).

**Please note that workshops are delivered both online and face-to-face, and the successful applicant would therefore need to be comfortable delivering in both settings. A Covid-19 Safety Policy is in place to ensure the safe delivery of face-to-face workshops, and their delivery will of course be dependent on changes to government**

**guidelines, local lockdowns, and changing Covid-19 circumstances. All consultants will be provided with visors and antibacterial wipes.**

## **About You**

We are looking for a freelance consultant to add to our network of financial education specialists who deliver our workshops in their local area. Applicants should have excellent presentational and interpersonal skills, as well as relevant experience in engaging with young people. They should be confident with using technology and have enthusiasm for the charity's aims and objectives.

Consultants also play a role in promoting the workshops, which means they should be able to forge strong relationships with schools and other organisations and should be confident reaching out to new contacts, offering them our workshops. It also means consultants can control their own diaries and commitments, meaning that this is an ideal opportunity for those looking for flexibility.

## **Key Responsibilities**

### **Programme Delivery & Development**

- Deliver a portfolio of The Money Charity's financial education programmes, products and initiatives working with other Financial Education Consultants and programme teams to ensure activities effectively impact on financial capability
- Facilitate and deliver The Money Charity's financial education workshops in schools and other youth or community settings in your region and across the UK in accordance with the quality standards set out by the charity, ensuring each young person is engaged with workshop content and learning objectives are met. Note that these will need to be delivered both online and face-to-face
- Liaise with teachers and other practitioners on workshop requirements, ensuring delivery is tailored to the needs of each setting as far as possible
- Work collaboratively with charity staff to support programme delivery, including administrative and logistical support
- Manage and maintain effective existing, potential or historical working relationships with schools and other youth or community settings that will nurture a broad reach of The Money Charity's work in the short, medium and long term
- Support the continuous development and innovation of workshop and other programme content by providing feedback to programme teams in an honest and timely manner
- Stay informed of relevant financial capability sector developments, trends and issues to ensure knowledge base for delivering high-quality workshops is sustained

### **Monitoring & Reporting**

- Contribute to the evaluation of financial education workshops and programme activities in collaboration with relevant charity staff and external partners
- Maintain accurate, up-to-date and GDPR compliant data, electronic and paper records for monitoring programme activities as required
- Contribute to the production of verbal and written reports on programme activity as required

### **Brand Ambassador**

- Act as a brand ambassador for the charity, able to promote and support our activities to external audiences

- Actively seek new workshop bookings, collaborating with relevant charity staff and external partners to promote and market workshops and other charity products to schools and other relevant organisations

### **General**

- Support activities that contribute to the growth and sustainability of the charity
- Be proactive in reviewing and evaluating own performance, identifying and acting upon areas for improvement
- Attend and participate in training, events, consultant network and other meetings as required relevant to the delivery of financial education workshops and/or other programme activities
- Undertake other duties compatible with the level and nature of the role and/or reasonably required

### **Person Specification**

#### **Experience & Qualifications**

- Experience working with young people, in a professional or voluntary capacity
- A minimum of A-C GCSE Maths and English or equivalent
- Experience of working with schools (desirable)
- A degree qualification (desirable)

#### **Knowledge, Skills & Abilities**

- A good understanding of youth culture
- A fluent command of English and have the right to live and work in the UK
- A valid driving licence, the use of a car and be willing to travel
- Excellent presentational skills with ability to present in a confident and creative manner
- Ability to manage a class of students and to use a range of facilitation techniques, such as role play, games etc.
- Ability to think on your feet, be flexible and respond well under pressure
- Ability to explain financial issues in a clear and confident way, which engages young people
- Ability to work as part of a team
- Excellent interpersonal and relationship management skills
- Excellent organisation skills with ability to self-motivate
- Good level of competence in use of IT including hardware for presentations, G-Suite packages, Microsoft 365 packages and databases
- Understanding of how financial capability fits into the National Curriculum (desirable)
- An understanding of the financial capability landscape, with a broad knowledge of issues relating to money management and personal finance for students and young people (desirable)

#### **Personal Qualities**

- Keen to work with young people and empower them to be financially capable
- Demonstrable passion for The Money Charity's vision, mission and values
- Positive, credible attitude to own financial capability and financial wellbeing
- Willingness to develop personal competencies as appropriate to support objectives

The Money Charity is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff, contractors and volunteers to share this

commitment. A satisfactory Enhanced Disclosure and Barring Service Check is required for this role.

This job description is a guide to the nature of the work required by the post-holder and does not form part of a contract of employment. It is not intended to be wholly comprehensive nor restrictive and may change or develop with time. It is our aim to reach agreement on changes, but if an agreement is not possible, The Money Charity reserves the right to alter this job description.