

Movement Worker – Programmes and Volunteer Coordinator

Location: London, UK

Reports to: Executive Director

Contract: Part-time – 3 days a week

Salary: £20,000 - £23,000 (full-time equivalent)

Role Responsibilities

- Support programme planning and delivery for both chapter-level and national events, mentoring teen leaders and providing guidance on event design and implementation
- Assist with chapter budget management and financial oversight, helping young leaders develop practical skills in resource planning
- Provide adult volunteer support at chapter meetings (primarily Sunday evenings) alongside office-based responsibilities
- Participate in and support major residential events such as CLTC, Winter Convention, and Trek, as well as International Convention (IC) in the US, working as part of the Tzevet to strengthen programming and ensure a safe, meaningful experience
- Act as a mentor and role model for teens, develop a strategy to involve Year 7s and 8s, helping them feel confident and connected within the movement and attend Shorashim
- Build strong, collaborative relationships with the teen leadership team, bogrim/volunteers, and parents, contributing to a vibrant and inclusive peer-led community
- Liaise with BBYO International to strengthen programme quality, share best practices, and represent BBYO UK on the global stage

Skills and Experience

- Experience in youth programming, volunteer coordination, or operational management
- Strong organisational and project management skills, with excellent attention to detail
- Proven ability to inspire, engage, and build trust with teens and young adults

- Awareness and experience of safeguarding, with attentiveness and care towards the welfare of teens and sensitivity when working with parents
- Ability to manage budgets and provide basic financial reporting for events and chapters
- Proficiency in digital platforms, social media, and CRM systems
- Excellent interpersonal, written, and verbal communication skills
- Collaborative and adaptable team player with a proactive, solution-oriented approach

Essential Requirements

- Full, clean UK driver's licence
- Satisfactory enhanced DBS check
- Willingness to work outside standard hours, including evenings and Sundays, to align with teen availability
- Availability to attend key events, including but not limited to:
 - 4–5 residential weekends per year
 - 10-day International Convention in the US (February)
 - Annual visit to the summer Trek programme abroad (Israel or Europe)
 - Additional training seminars and BBYO events as required