



Organisation:	You Make It
Freelance role:	YMI Business Alumni Hub manager
Reporting to:	YMI Coordinator
Location:	A mix of home and onsite work at YMI offices
Fee:	£10.55 per hour (London Living Wage)
Duration:	5 days every 3 months
Hours:	A working day comprises 7 hours
Start and end date:	January 2019
Terms:	Probation period of 3 months and appraisal of first event

### **ORGANISATION OVERVIEW**

You Make It is an East London based charity, working to empower young unemployed women with the confidence, skills, networks, knowledge and experiences needed to realise their passions and pursue their goals.

Our 6-month empowerment programme partners with cultural and creative organisations, as well as City firms, to offer women: mentoring, work placements linked to their passions and interests, and tailor made and innovative workshops that focus on 21st century skills development, health and wellbeing, and access to knowledge, experiences and networks to assist in their drive to change the direction of their lives, including establishing start up businesses.

Having been in operation for 7 years, there are a number of young women we work with who have taken part in our Ladies' Den business pitch competition. We seek to bring these women together, along with others who've completed programmes, every 3 months for a networking, skills sharing and guest speaker focused event. We hope through these events that women will be able to problem solve together, and even end up collaborating together if there are natural synergies between their businesses and ideas for start ups.

### **ROLE**

This post will be responsible for designing and ensuring delivery of these well attended quarterly events. The post holder will work with the YMI team and alumni to decide on the focus of events, which will enable networking amongst alumni, and include guest speakers and master class talks relevant to the start up journey.

### **PERSON SPECIFICATION**

- At least 6 months of event management experience
- Strong written and spoken communication skills
- Team working skills

- Ability to use Microsoft Word and Excel
- Entrepreneurial - creative, resourceful, flexible and a self-starter



#### **NEXT STEPS**

If you would like to be considered for this work, please send a cover letter and CV to [roxi@you-make-it.org](mailto:roxi@you-make-it.org) by close Friday 7 December. Interviews will take place in the first week of January.