



**WORLD YOUTH
ORGANIZATION**

Job Description

Workshop Booking Officer (WBO)

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|-------------------------------------|---|-----------------------------|------------------------------|
| Job Title: | Volunteer Workshop Booking Officer | Job Category: | WYO Educate |
| Department/ Group: | Administration | Job Code/ Req#: | N/A |
| Location: | London / United Kingdom | Travel Required: | N/A |
| Level/Salary Range: | Volunteering | Position Type: | Part-time (1-2 hours a week) |
| HR Contact: | Kieran Goodwin | Date Posted: | 20/06/2018 |
| Will Train Applicant(s): | Yes, an induction will be included. | Posting Expires: | 25/06/2018 |
| External Posting URL: | https://www.worldyo.org/about-us/careers or https://www.worldyo.org/about-us/volunteer | | |
| Internal Posting URL: | N/A | | |

Applications Accepted By:

Email:
kieran.goodwin@worldyo.org or
enquiries@worldyo.org

Mail:
World Youth Organization
49 Station Road
Polegate, East Sussex
BN26 6EA
United Kingdom

Job Description

Role Description and Responsibilities

WYO Educate, part of the World Youth Organization is a workshop-based initiative to push forward important subjects so that more young people are educated with life-based concepts, and not just core curriculum based subjects provided by the state.

As a program, we focus on Mental Health, Sex Education, Lifestyle Skills and Careers.

WYO Educate offers educational based workshops to secondary schools and HF/Sixth Form Colleges in the United Kingdom. You can book a workshop [here](#).

As the programs Volunteer Workshop Booking Officer, your main job is to communicate with schools between the time we secure workshop bookings and up until the day, we deliver the program at their premises.

You will also take on leads with schools, when they express initial interest to us via our Chief Executive.

See the full list of this roles description below:

- Monitor your email address for any incoming messages from schools and respond to those as promptly as possible.
- Work alongside the Chief Executive and ask questions when you are unsure on something.
- Prioritize emails and work load.

World Youth Organization is officially a registered charity in England and Wales (1165035). 'World Youth Organization' is a registered trademark (UK00003148083). WYO Educate is part of the World Youth Organization.



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- Be as prompt as possible when communicating to schools.
- Use correct English and grammar when communicating to schools.
- Never share confidential information to third parties, unless required.
- Report safeguarding concerns to our DSL by emailing safeguarding@worldyo.org.

Qualifications and Education Requirements

English GCSE (C and above - ideally)

Preferred Skills

Emailing, teamwork, good communication skills.

Additional Notes

Must adhere to the Data Protection Act 1998 and maintain the strictest confidence when dealing with a safeguarding concern or report, and handling data from educational establishments.

Reviewed By: Kieran Goodwin
Approved By: Ayath Ullah
Last Updated By: Kieran Goodwin

Date: 06/22/2018
Date: 06/22/2018
Date/Time: 6/22/2018
18:00