

ReachOut Leadership Programme Information Pack 2020



Project Placement

The Programmes

You'll be trained to lead a mentoring project in one of our partner schools; **Club** or **Academy**. As the Project Leader you will plan and deliver one-to-one and group activities for the young people and volunteer mentors, to improve their academic confidence and develop character, whilst being fun and engaging!



Activities and Curriculum

You will have access to our bank of activities designed to engage young people and develop character. In addition you'll be trained to deliver our curriculum, made up of structured resources for young people to complete with their mentors.

ReachOut Academy

- Weekly during school term time from September to June
- 6pm - 8pm (1 hour 30 when run online)
- Two hours preparation per session
- 16 young people, 16 volunteer mentors
- Young people aged 11 – 16

ReachOut Club

- Weekly during school term time from September to April
- 3.30-5.30pm (1 hour 30 when run online)
- Two hours preparation per session
- 10 young people, 10 volunteer mentors.
- Young people aged 9 – 11

Both Programmes can be run online as 'ReachOut Home'. They run for a shorter 1 hour and 30 minutes. All other details remain the same

Location

You will be allocated a project within your region based on your availability and preferences.

- **London** Hackney, Tower Hamlets, Camden, Islington, Haringey, Lambeth, Wandsworth
- **Manchester** Manchester City Centre, Oldham
- **Liverpool** Liverpool City Centre

ReachOut Home

ReachOut Home is our new programme in response to the coronavirus pandemic.

- We piloted online sessions (on Zoom) with 50 young people and their mentors across 4 schools during lockdown.
- We have updated our safeguarding policies and procedures to ensure sessions are safe for everyone involved.
- After consultation with schools we have focused on what young people need in these challenging circumstances such as managing homework, emotional well-being and raising aspirations for the future.

We expect to not be able to go into schools straight away in Autumn 2020. We will therefore run our ReachOut Club and ReachOut Academy sessions in 3 different ways depending on school preferences:

- Projects to start online in October and transition into school later in the year as soon as it is safe
- Some projects will run online for the whole year
- For other projects, we will delay the start date until it is safe for everyone to meet in school as normal.

We will ask for your preferences at the assessment centre.



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Programme Outline

Core Training

The core training modules provide the background and skills you need to deliver an effective mentoring project. Our training modules will help you to gain a thorough understanding of ReachOut's approach to character development, as well as practical tools and techniques for leading your project.

Project Placement

Each week during term time you'll plan and deliver a mentoring project for up to 16 young people and their mentors, facilitating relationship building, character development and academic improvement. This will be an opportunity to put your training into practice and gain direct experience working with young people and managing volunteers.

Independent and Peer Learning

You will be encouraged to challenge and stretch yourself, reflect on your experiences and take control of your development. Peer learning is essential and you'll be asked to visit other projects and learn from the experience by sharing and reflecting with other Project Leaders.

Additional Training Opportunities

A range of exciting optional modules will be available throughout the year, enabling you to tailor the programme to your needs and interests.

Mentoring and Supervision

Throughout the year, you'll regularly meet with your Project Officer who is your line manager. They will support you to deliver a successful project and to solve any challenges you may be facing. You will also have the opportunity to be supported by a career mentor with whom you can discuss your personal development.

Networking and Socials

You will automatically become part of ReachOut's alumni community, with access to networking events and career development opportunities. The full cohort of Project Leaders come together twice a year to celebrate successes and there are regular socials throughout the year.

Additional Training Information

Compulsory Training

Your training will start with the induction training and will continue with a series of evening sessions. Examples of core modules include:

- Working with young people
- Volunteer management
- Safeguarding young people

Applicants must be willing to commit to compulsory training throughout the programme.

Additional Training Opportunities

In addition ReachOut offers a range of optional modules and networking opportunities to further your personal development. Examples of optional opportunities are:

- Building your personal brand
- Public Speaking
- Career Mentoring

Applicants must be willing to attend at least two optional training opportunities.

When?

- Induction training sessions will take place in September and be delivered online
- Other sessions take place on weekday evenings, online



Pay for training completion

Project Leaders will be paid a lump sum on completion of the induction and compulsory training. Project Leaders are expected to also take advantage of the optional opportunities and attend in their own time.

Graduation Ceremony

At the end of the programme, there will be a graduation ceremony which is a chance to celebrate your successes and contributions to the young people at ReachOut. It's also a great social event and a chance to cement those relationships you've built on the programme.

- June/July 2021, location in London TBC.
- An afternoon event followed by dinner.

September Training

Our September Training is designed to equip our Project leaders to lead fantastic sessions as soon as they get started on their project! Project Leaders will be required to attend all of the interactive zoom sessions below and complete the independent modules at a time to suit them in-between sessions.



Thursday 3rd Sep 6-7:30pm	Welcome Zoom Session
Independent Module 1 4 hours to be completed online between sessions	
Wednesday 9th 6-8:30pm	Interactive Zoom Session
Independent Module 2 4 hours to be completed online between sessions	
Wednesday 16th Sep 6-9pm	Interactive Zoom Session
Saturday 19th Sep 9:30-1:30pm	Interactive Zoom Session
Independent Module 3 Final new starter admin to be completed online by 24th Sep	

Project Leader Role Description

Project Leader Role Description

- Spend 2 hours planning and 2 hours delivering your mentoring session each week during term time for 10-16 young people and their mentors, including:
 - One-to-one time and group work
 - Academic, character development & fun activities
- Manage and support the young people
 - Facilitate goal setting for young people
 - Support individual academic and character development
- Manage and support the volunteer mentors
 - Share weekly session plans and referral information
 - Collect and give feedback and advice, provide on-going support
 - Encourage high project attendance
 - Organise and attend team building & social activities
- Manage and support sports coaches* (*Academy only*)
 - Co-deliver 2nd hour of sessions
 - Give feedback and advice and support with managing young people
 - Ensure a focus on character development
- Work closely and communicate regularly with your line manager (a Project Officer)
- Complete monitoring and evaluation activities to evaluate project success
 - Monitor attendance & keep records on progress of mentees
 - Distribute feedback surveys

Pay and expenses

- Project Leaders will be paid for 4 hours per session for time spent planning and delivering their project. The hourly rate is £11.00 in London and £9.00 in Greater Manchester and Liverpool.
- Project Leaders are given a budget of £50 to spend on resources for their project and the spending for this can be claimed back with proof of purchase.

Additional aspects of the role

- Attend compulsory core training modules (a weekend residential and evening training sessions)
- Represent ReachOut at events, such as recruitment and volunteer fairs and networking events
- Be proactive in your personal development and challenge yourself both personally and professionally
- Act and communicate in a professional manner, in line with ReachOut character strengths and culture
- Participants are placed on mentoring projects based on availability and location preference. We aim to place everyone however this does depend on our partner schools and their time-frames.

***Sports activities will only resume once it is safe to do so, in schools**

Person Specification

We are looking for enthusiastic, collaborative and positive individuals to join our Leadership Programme and become Project Leaders. You should be able to demonstrate that you have the experience, skills and personal attributes below.

Experience

- Has worked with groups of young people in the range 9 to 16 years old
- Has the potential to take on a leadership role
- Can demonstrate commitment to a cause / activity and has taken an active role in that (e.g. captain of a sports team, president of a society)
- Has professional work experience (e.g. internships, summer placements, etc.) This can include regular voluntary experience but should be positions where you have had responsibility for something, worked to deadlines, worked with others etc.



Skills

- Maths and English skills, (minimum grade C at GCSE or equivalent)
- Communication skills (face-to-face, email, text, phone)
- Good organisation skills (can manage tasks effectively, accurately and in timely fashion)
- Confident in use of MS Word and Excel

Personal attributes

- Passionate about ReachOut's mission
- Demonstrates ReachOut's Character Strengths: Fairness, Good Judgement, Self-Control and Staying Power
- Demonstrate good team work skills such as collaboration and delegation
- Open to feedback with a genuine desire to learn and develop personally
- Enthusiastic and energetic
- Excited by challenge
- Prepared to be adaptable and creative
- Positive
- Sociable

Programme Timeline



How to apply

There are two stages to the application process. Please read the guidance contained in this document to give you the best chance of success at each stage.

Stage 1 – Application Form and a CV

- Read the Programme Outline, Project Placement Information, Additional Training Information, Role Description and Person Specification.
- Check you meet our minimum requirements for the role.
- Complete the application form and email it with your CV to leadership.programme@reachoutuk.org
- Current and former ReachOut mentors who have attended 10 or more mentoring sessions will automatically be shortlisted for Stage 2 on receipt of the application form and CV.
- We aim to contact you within two weeks of receiving your application. Applications are assessed on a rolling basis so you are advised to submit yours early to guarantee a place on your preferred assessment centre

If you have any questions at any stage please email leadership.programme@reachoutuk.org or chat to one of the team on 0203 489 9797 (London) & 0161 883 2191 (North West).



Stage 2 – Assessment Centre

If you are successful in your application you will be invited to attend one of our assessment centres where you will meet our fantastic team.

We are running our assessment centres over Zoom and you'll be asked to take part in group tasks, deliver a pre-prepared activity and have an interview. We hope you'll have some fun too!

Good luck!

PL Case Study – Amy McCutcheon

Amy is a 3rd year Psychology student at the University of Manchester and volunteered as a mentor before joining the Leadership Programme. She was the Project Leader of a Year 8 Boys group in Manchester last year and currently leads a Year 6 project.

What skills have you gained through becoming a Project Leader?

I was really hesitant to take on the Project Leader role at first because I didn't think I was creative enough to be able to engage a whole group. With the support and the resources from ReachOut, I've really developed my creative skills. I have improved my leadership skills leading both groups of young people and adults. It's definitely also helped my communication. For example, at the Mentee Graduation, I stood up in front of 200 people and presented an award which is something I would never ever have been able to have done before and isn't an opportunity I could gain in many other situations. Some of the biggest skills and knowledge I've gained has been just from meeting the other Project Leaders and learning from them. It's been so helpful for me to hear and share ideas.

What's been the most beneficial part of the Leadership Programme?

The training opportunities as part of the Leadership Programme are brilliant. There's a wide range of training that won't just teach you things for ReachOut, but for lots of different things beyond that. Even the First Aid Training is something I've never done before and is a skill for life now.

Having a line manager has also been very helpful. My line manager Kirsty has pretty much taught me everything I know about being a Project Leader so that's been a really great new experience for me.

How has mentoring and the Leadership Programme prepared you for life after university?

The biggest way in which ReachOut has prepared me is that it's shown me options. It's broadened my horizons and made me so much more open to different opportunities after university. It's given me skills I could never have gained just at university and that will prepare me for future studies, for a job after university, to perform better in interviews and presentations purely because of the experience I've had at ReachOut.



Amy with a mentee from her project who was the recipient of the Outstanding Character Award 2019

PL Case Study - Ebenezer Apeageyi

Ebenezer is a Software and Email Developer who volunteered as a mentor in 2018/19, before joining the Leadership Programme at The Petchey Academy in September 2019. He currently runs a Year 10 project at the school, and uses his rich experience in youth development coaching to lead fun and diverse sessions each week.

What motivated you to take part in the Leadership Programme?

Despite having a full-time career, I have always been passionate about youth development and working with young people so when I found about ReachOut and their mission I immediately wanted to get involved. I initially volunteered as a mentor for 1 year and this gave me an insight into what I could expect as Project Leader. After a year of volunteering I felt that I was better prepared and ready to commit to the Project Leader role.

How do you manage a full-time job and being a Project Leader?

I have been fortunate enough to have employers that understand my passion for working with young people, so they have allowed flexibility in my working hours to accommodate my Project Leader role. ReachOut also makes it easier with the support they provide and having that support network has been critical to managing my role alongside my job.

Tell us a bit about the group of young people and volunteer mentors you work with.

I currently work with Year 10 at Petchey Academy. My group is full of many different personalities and people from different backgrounds which always makes the sessions fun. The volunteers I work with are all amazing. They have formed great bonds with the young people which makes my role as Project Leader a lot easier. They all have different career backgrounds which benefits the young people as they're able to get an insight into the many different career paths available to them and the volunteers have been excellent role models to the young people.

What would be your advice to another full-time working professional taking part in the ReachOut Leadership Programme?

I would highly recommend full-time professionals to take part in ReachOut. It can be challenging at times, but the challenge is worth it when you see the impact you're having on a young person's life.

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