ReachOut Leadership Development Programme

Information Pack 2021

ReachOut Home programme

COVID-19

As a response to the COVID-19 pandemic, we have developed ReachOut Home, our online mentoring programme. ReachOut Home supports our young people's emotional wellbeing, with a particular focus on character education and building skills to navigate our 'new normal'. Going forward, some groups will remain online, whilst some groups will transition to meet in school - once it is safe to do so.

Project Placement

Each week during term time, you'll plan and deliver a two hour online 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.

Although we are working online, we will still endeavour to place you on a project which suits your location preferences, in the case that we transition into school throughout the academic year.

Project Leader case study

What have you learnt from being a Project Leader so far this year?
I've definitely learnt to be more confident in myself, not just when I speak but also in what I do. One big thing I've learnt is to trust my decisions which is really important when it comes to your project and in your sessions - you know your project better than anyone!

How do you manage studying whilst being a Project Leader?
Studying in Final Year whilst being a Project Leader definitely has its challenges sometimes, but the most important thing is staying really organised. Another huge factor which has helped me is the support available from ReachOut staff, big or small!

What motivated you to take part in the Leadership Programme?
I initially joined ReachOut as a mentor because I love working with kids, and wanted help them achieve the best! As I intend to pursue a career in teaching, applying to be a Project Leader really aligned with my personal interests.

What would your top tips for other Project Leaders be?
My top tips for other Project Leaders would be to stay organised, trust yourself and most importantly have fun! Every session is different, and you never know what to expect, I found that it's been important to enjoy the sessions and make the most of each one!

**Namrah – Project Leader
Year 7 group**

Our Programmes

ReachOut Home

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

Location

In response to COVID-19, our programmes currently run exclusively online. Whilst working remotely means that you can lead a school project in any of our locations, we endeavour to still allocate you to a project within your region based on your availability and preferences, in the case that we return to face-to-face delivery in 2021-22.

ReachOut Home Academy

- Secondary school young people aged 11-16
- Online sessions
- Weekly during school term time from September to June
- 6:00pm – 8:00pm
- Two hours preparation per session
- 16 young people, 16 volunteer mentors

ReachOut Home Club

- Primary school young people aged 9-11
- Online sessions
- Weekly during school term time from September to April
- 3:30pm - 5:30pm
- Two hours preparation per session
- 10 young people, 10 volunteer mentors

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 dynamic curriculum, made up of structured resources for young people to complete with their mentors.

Development Programme Outline

Core Training

The core training modules provide the background and skills you need to deliver an effective mentoring project. The weekend Zoom residential and evening training sessions 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.

Additional Training Opportunities

A range of exciting optional modules will be available in the form of online and face-to-face trainings throughout the year, enabling you to tailor the programme to your needs and interests.

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.

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 at least once a year to celebrate successes, and there are also regular socials.

Additional Training Information

Compulsory Training

Your training will start with the Virtual Residential weekend via Zoom, and will continue with a series of evening sessions. Examples of core modules include:

- Leadership Skills
- Managing your session
- 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:

- Mental Health training
- Public Speaking
- Career Mentoring

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

Graduation Ceremony

At the end of the programme (July 2022), there will be a graduation ceremony. This 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.

Project Leader Role Description

Project Leader Role Description

As a Project Leader you will:

- Spend 2 hours planning and 2 hours delivering your mentoring session each week during term time for 10 - 16 young people and their mentors.
- Manage and support the young people.
- Manage and support the volunteer mentors.
- Attend meetings with school contacts alongside the ReachOut team and provide information to the school when requested by ReachOut.
- Complete monitoring and evaluation activities to ensure sessions are as impactful as possible for your mentees.
- Attend ReachOut events and socials with your mentors.
- Follow ReachOut's policies and procedures to safeguard young people.

Pay and expenses

- Project Leaders will be paid for 4 hours per session for the time spent planning and delivering their project. The hourly rate is £11.00 in London and £9.50 in Greater Manchester, Liverpool, Oldham & Leeds.

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

Person Specification

We are looking for enthusiastic, collaborative and positive individuals to join our Leadership Development 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 also be 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
- Access to a computer or laptop, and good internet
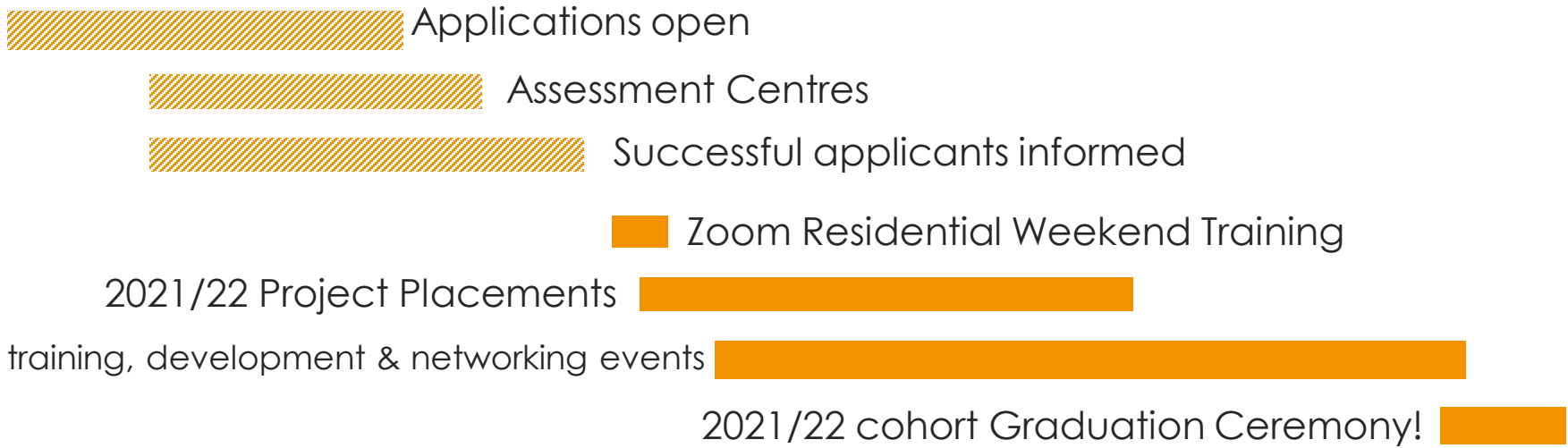- IT skills, able to use online video communications platforms e.g. Zoom, Google Meet

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 challenges
- Prepared to be adaptable and creative
- Positive and sociable

Programme Timeline

2021
Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec
2022
Jan Feb Mar Apr May Jun Jul

Applications open

Assessment Centres

Successful applicants informed

Zoom Residential Weekend Training

2021/22 Project Placements

Additional training, development & networking events

2021/22 cohort Graduation Ceremony!

2021
Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec
2022
Jan Feb Mar Apr May Jun Jul

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.

At ReachOut, we are committed to equality, diversity and inclusion. We aim to be an organisation that represents the young people that we mentor. **We actively encourage applications from Black and Minority Ethnic candidates, as these are underrepresented within our organisation.**

Stage 1 – Application Form and a CV

- Read the contents of this pack: 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.

Good luck!

Stage 2 – Assessment Centre

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

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!

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).