

# REACHOUT

CHARACTER | CONFIDENCE | CHANGE

## Youth Project Leader

## Recruitment Pack | 2023/24





# REACH OUT

CHARACTER  
CONFIDENCE  
CHANGE

## Table of Contents

- 01** Who are ReachOut?
- 02** Our Youth Project Leaders
- 03** Job Description
- 04** Person Specification
- 05** Why work at ReachOut?
- 06** How to Apply
- 07** Frequently Asked Questions

# REACHOUT

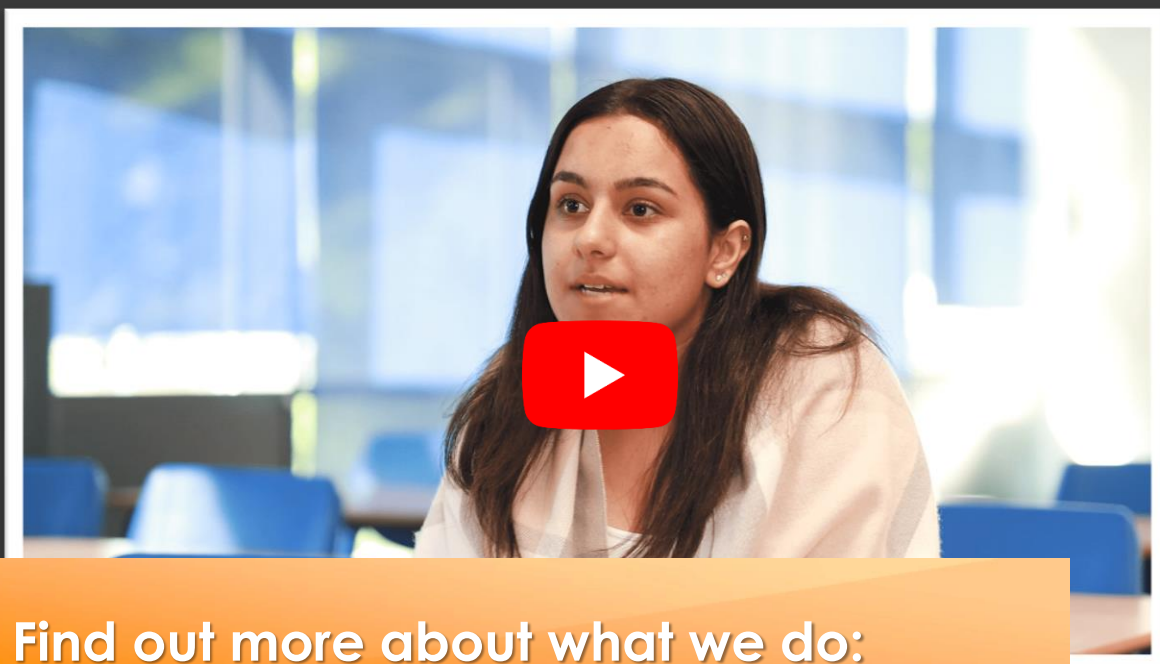
is a **national mentoring and education charity**, rooted in local communities. Working in under-resourced areas, we support young people to grow in **character** and **confidence**, sparking **change** in themselves and society.

We work with amazing young people who need some additional support to reach and be confident in their potential.

Through long-term mentoring and engaging group activities, we help our mentees to **develop key Character Strengths, build their academic and social confidence and prepare them for a world of opportunities.**

Developing Character Strengths is fundamental to our approach; **our Character Strengths are Staying Power, Self-Control, Fairness and Good Judgement.** We believe a focus on developing these strengths helps a young person make better decisions and take on whatever life throws at them, at school, at home and in later life.

***Our vision is for every young person to be equipped with the skills and behaviours to go on to lead good, happy and successful lives.***



Find out more about what we do:



## Our commitment to Equality, Diversity and Inclusion

**ReachOut is committed to being an inclusive and diverse organisation and we live by our core Character Strengths of Fairness, Good Judgement, Self-Control and Staying Power.** We therefore welcome applications from people of all ethnicities, ages, religious beliefs, gender identities, sexual orientations and any other protected characteristics, to provide a diverse range of experiences, ideas and insights into our work.

**We recognise that having support from staff and volunteers with a similar background and experience, can further help our young people develop and learn.** More than half of the young people we work with are from Black Caribbean, Black African, Bangladeshi and Turkish backgrounds, yet we tend to get fewer applications from people within these communities.

**ReachOut wants to increase the representation of our young people amongst our staff, so if you are from these ethnic groups, we would particularly appreciate receiving your applications.**



## The Youth Project Leaders role

**We are looking for individuals who are passionate about working with young people and supporting them to reach and be confident in their potential.**

You would either be an experienced youth worker, who has experience facilitating sessions for groups of young people and leading volunteers **or** someone who has some experience working with young people and/or working with volunteers that is looking to build their skills and experience further.

**Working Hours:** 5, 10, 15 or 20 hours, depending on the post-holder preference (5 hours per assigned group).

**Location:** 2 fixed hours at one of our partner schools in Liverpool, London or Manchester and 3 hours flexible and remote.

**London Salary:** £12.50 - £15 per hour depending on experience.

**North-West Salary:** £11.30 - £13.30 per hour depending on experience.

## Youth Project Leader Job Description

### As a Youth Project Leader, you would:

- Deliver ReachOut sessions at the same partner school on the same day and time weekly during term time.
- Prepare ReachOut sessions before each weekly session, following ReachOut's curriculum and adapting the activities to the needs and interests of your assigned group.
- Facilitate engaging ReachOut sessions for the young people attending by ensuring that the voice of young people is listened to and impacts the way the sessions are planned and facilitated.
- Foster a feeling of belonging and community to your assigned group(s).
- Manage and support a group of 12-16 volunteer mentors. Support them to build strong rapport with young people and help them understand how to best adapt their mentoring approach to the young people they are working with.
- Support the 12-16 young people in your session to reach and be confident in their potential by facilitating the creation of good mentee/mentor relationships and by running activities to build the ReachOut Character Strengths.
- Complete monitoring and evaluation activities to ensure the sessions are as impactful as possible and set up strategies with the help of your line manager to help each young person in your group reach their mentoring goal.
- Keep in touch with the parents/carers of the young people in your group about attendance, successes and challenges.
- Run extracurricular activities in your session or support an extracurricular practitioner to run their sessions.
- Complete all related admin tasks.
- Attend ReachOut events and socials with their mentors.
- Follow ReachOut's policies/procedures to safeguard young people.
- Act and communicate in a professional manner, in line with ReachOut character strengths and culture.
- Attend all compulsory training.

## Youth Project Leader Person Specification

The person specification below has been set with the upper salary range in mind. **Please still apply if you don't meet all the person specifications, minimum requirements (min. req.) have been set in the brackets.**

- Demonstrable belief in ReachOut's mission and passion for our work and our character-building agenda.
- At least one year of experience in leading a group of young people (min. req: 6 months working directly with young people).
- At least one year of experience working with and leading a group of volunteers (min req: the desire to develop your leadership skills).
- Ability to design fun, engaging and creative activities for young people.
- Good verbal and written communication and ability to engage an audience.
- Able to use creativity and initiative to find solutions to problems and work autonomously when needed.
- Determination, resilience and a positive, proactive, can-do attitude with the ability to adapt, learn and make quick decisions.
- Ability to manage multiple priorities and complete tasks in a timely fashion.
- Receptive to and driven by feedback.
- Understanding of the challenges facing young people today.
- Ability to follow safeguarding procedures.
- Broad understanding of the maths and English national curriculum or a willingness to learn.
- Experience using Word, PowerPoint, Microsoft Teams/Zoom, and MS Forms.

# Why work at ReachOut?

- **Our programmes are impactful.** Our team is driven by impact, and we measure and report on this transparently. [Click here to find out more about our impact.](#)
- **We value the voice of everyone:** young people, volunteers, Project Leaders, schools, and staff. For example, throughout the years' our Project Leaders have been able to impact changes to our curriculum, the Project Leader role and more.
- **Project Leaders are line managed by Project Officers who are committed to support their team to develop.** Project Leaders are given feedback regularly and have 2-3 supervisions a year to discuss the progress of their project, and their development goals.
- **Project Leaders have the opportunity to apply to get a Career Mentor.** In the ReachOut community, some professionals don't have the availability to mentor weekly or are more interested in mentoring adults. These professionals are often further along in their career and can support Project Leaders in their career goals.
- **Join the ReachOut community,** through celebratory events, socials, networking and training sessions, you will meet other people who are passionate and believe in supporting young people.



Take a look at what the sessions you'll be running mean to our mentees.





# How to apply

## Stage 1 – Submit your application form and CV

Read the contents of this pack carefully and then complete the application form on our website at [reachoutuk.org/become-a-project-leader](https://reachoutuk.org/become-a-project-leader).

**When answering the questions in the application form, please address how you meet the person's specifications. Please also remember to attach your CV.**

In the application form, you will also be asked to confirm that you:

- Will be available to deliver ReachOut sessions weekly during term time.
- Are available to attend the Project Leader induction training on Saturday 2nd September 2023 (9:00 – 17:00), Wednesday 13th September (18:00 – 20:30), and Tuesday 19th September (18:00 – 20:30) either in Manchester or London (depending on your location).
- Have a computer and internet connection.
- Are over the age of 18.
- Are eligible to remain and work in the UK for the duration of the 2023/24 academic year.
- Understand that if you receive an offer, it will be conditional on providing satisfactory references and completing an enhanced Disclosure and Barring Service (DBS) check.

Current and former ReachOut mentors who have attended 5 or more mentoring sessions will automatically be shortlisted for Stage 2 on receipt of their 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.

## Stage 2 – Assessment Centre

- If you are successful in stage one of your application, you will be invited to attend one of our assessment centres where you'll meet our fantastic team.
- The assessment centre will be a mixture of activities and an interview. It will last 2 hours and will take place in our office:
  - **North-West Office:** Beehive Lofts, Jersey Street, Manchester, M4 6JG
  - **London office:** 244-254 Cambridge Heath Road, London, E2 9DA

### Important information

**Please note,** if you are a successful candidate, we will ask you if you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) and to complete a self-disclosure form.

This will not necessarily prevent you from being employed by ReachOut; a decision will be made based on our risk assessment.

All ReachOut staff are required to undergo an enhanced criminal records check with the Disclosure and Barring Service. ReachOut will cover the cost of the check and guide you through the process.

All staff have a responsibility to safeguard and promote the welfare of children and adults.

The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.

If you have any questions about your application at any stage, please email [project.leader@reachoutuk.org](mailto:project.leader@reachoutuk.org) or chat to one of the team on 0203 489 9797 (London) & 0161 883 2191 (North West).





# Frequently Asked Questions

## **I'm only available 3 hours per week, can I apply?**

No, the minimum availability requirement is 5 hours. We allocate 5 hours (2 hours of delivery, 3 hours of preparation) for each project (group of young people and volunteer mentors) assigned to a Project Leader.

## **Can I be a Project Leader for more than 5 hours?**

Yes, if you are available for more than 5 hours, we'd love for you to take on more groups. Your hours will need to remain a multiple of 5, as it's 5 hours per group, e.g., either 10, 15 or 20. We wouldn't assign more than 4 groups to one person.

## **Can I work 100% remotely?**

Less than 5% of our projects are remote, this is a very limited number of groups. Therefore, it's most likely that you won't be able to, but there are a few exceptions. Please ask if there is availability for a remote group before applying if you are only available to work remotely. Please bear in mind the assessment and training processes will be in person.

## **What can I expect in terms of pay?**

The job is advertised as a pay range. The assigned pay will depend on your skills level and experience. During the assessment centre and when reviewing your application, we will assess your skills and experience and depending on this assessment we will assign a salary.

## **Do I have to attend training after being successful?**

All candidates will need to attend the compulsory induction training on Saturday 2nd September 2023 (9:00 – 17:00), Wednesday 13th September (18:00 – 20:30), and Tuesday 19th September (18:00 – 20:30) as well as a First Aid training. You will be paid £11.30 per hour in the North West for this training and £12.50 in London for a total of 12 hours. Please note this will only be paid to those who are allocated to projects. If you withdraw before the start of our projects – or if we aren't able to allocate you a project – you will receive £50 for attending the training



# Frequently Asked Questions

## What does a typical ReachOut session look like?

**This is a broad example of what a “classic” ReachOut session could look like.**

- Before the session starts: the Project Leader and mentors arrive to set up the room and go over the pre-prepared plan for the session. The Project Leader confirms any expectations for the mentors during that session.
- 10 minutes: session begins. A warmup activity usually happens so that mentees and mentors can work together and get ready for the session ahead.
- 15 minutes: mentees and mentors catch up in their pairs or groups and discuss progress towards their goals.
- 45 minutes: mentees and mentors work on a mixture of academic and character-based activities that the Project Leader will have prepared. Academic work will be based on the curriculum for that particular year group and will build confidence and transferrable skills; whilst group activities could be high-energy or more reflective, depending on the needs of the group.
- Character Hour: a chance for Project Leaders to be creative and adapt their sessions to their young people. The group may want to do sports activities or arts and crafts or something creative – the Project Leader is able to tailor a session plan that engages and rewards the young people for their commitment to ReachOut.
- End of session: Project Leader ensures school space is tidy and young people leave the session safely.
- After session: debrief with mentors.

## What time do the sessions take place?

The sessions run Monday – Thursday and timings are generally either:

- 3:30 – 5:30 pm (9-12 years old, primary school)
- 5:00 – 7:00 pm (12 – 18 years old, secondary and sixth form/college)
- 6:00 – 8:00 pm (12 – 18 years old, secondary and sixth form/college)



# Frequently Asked Questions

## How long is the 2023-24 academic year?

Depending on whether you will be a Project Leader for primary schools, secondary schools or +16-year-old groups the length of the academic year will be different.

**Primary schools:** October/November 2023 – April/May 2024

**Secondary schools/+16 years old groups:** October 2023 – June 2024

## What's the age of the young people you work with?

We work with young people from ages 9 to 18 years old in the ReachOut sessions. We also work with 'older' young people, through our alumni network, however, we don't do this through our weekly sessions.

## What are the locations of the schools ReachOut works with?

The locations of our schools can change year on year but generally stay the same as we aim to work long-term with the same schools. In 2022-23, we worked in these areas:

- Liverpool: City Centre, Sefton, Toxteth.
- London: Lambeth, Hackney, Haringey, Tower Hamlets, Islington, Newham, Redbridge, Brent, Ealing, Kingston, Wandsworth, Kensington & Chelsea
- Manchester: Trafford, Oldham, Ardwick, Salford, Wythenshawe, Hulme. Cheetham Hill, Stretford, Whalley Range

## I only want to work with a specific age group is that possible?

If you are successful and become a Youth Project Leader and complete the induction training, you will be assigned your group.

Each year, the year groups we work with change, and we might have a very limited number of groups from a specific age group. We try to give you your preference and what's better suited to your skills, but that is not always possible. Please also note that approximately 5% of our groups are over 16 years old.

## I'm based in Liverpool, will there be an assessment centre and training in Liverpool?

No, candidates and Project Leaders who will be based in Liverpool will need to travel to Manchester for their assessment centre and induction training. This is because we aren't able to staff assessment centres and training in Liverpool. We will however expense your travel to Manchester. Please note, only travel between Liverpool and Manchester can be expensed.