

REACHOUT

Recruitment Pack

Youth Development Lead



About the Role

- Job Title:** Youth Development Lead
- Contract:** Permanent with a 6-month probation period
- Salary:** £25,000 - £27,500 pro rata
- Location, hours and annual leave:**

London - Full time - 1 position

Hybrid working with in-school project delivery around region on Mondays, Tuesdays, Wednesdays and Thursdays

37.5 hours a week with a mixed working pattern:

- School term time: approximately 3 days 9:00-17:30 and 2 days 11:00-19:30
- School holidays: 9:00-17:30

29 days per year annual leave - maximum of 5 days to be taken in school term time

Manchester - Part time (0.8 FTE) - 1 position

Hybrid working with in-school project delivery around region on Tuesdays, Wednesdays and Thursdays

30 hours a week Tuesday - Friday with a mixed working pattern:

- School term time: approximately 2 days 9:00-17:30 and 2 days 11:00-19:30
- School holidays: 9:00-17:30

23 days per year annual leave - maximum of 4 days to be taken in school term time

ReachOut is a national youth development charity and a strategic partner for schools. Through collective mentoring and engaging activities, we build socio-emotional skills that transform outcomes for young people constrained by circumstance.

Our Youth Development Leads are the heart of our programme delivery and facilitate high quality & impactful sessions for our young people. Reporting to the Programmes & Impact Manager, you'll work with autonomy to manage your school partners, develop your team of volunteer mentors and collaborate across our ambitious delivery team with a focus on evidence based continuous improvement.



Job Description

Project Delivery

- Plan and run your allocated after-school mentoring sessions to a group of 12-16 young people in primary schools and secondary schools across your region, creating an inclusive and safe environment (one in-school session per day; Monday-Thursday for London position, Tuesday-Thursday for Manchester position)
- Deliver the ReachOut curriculum in line with quality standards
- Manage the development of young people including their progress towards outcomes, engagement and attendance
- Promote youth participation opportunities and ensure your mentees have their voices heard
- Line manage and develop volunteer mentors to facilitate high quality relationship building within your groups - our volunteer mentors come from a range of backgrounds and include university students and working professionals
- Provide occasional cover for delivery of other projects within your location
- Demonstrate a commitment to development through regular self-reflection and training participation

Safeguarding

- Safeguard ReachOut's young people, exercise and promote best practices when working with young people in a safeguarding context.
- Support the volunteer mentors that you line manage to follow ReachOut safeguarding policies

Project Coordination

- Maintain accurate records for your projects using our CRM (Salesforce) and proactively report on project KPIs as well as regularly sharing impact with schools
- Take responsibility for data collection across your projects as well as taking a data informed approach to decision making and continuous improvement
- Carry out administration for all projects in your remit, including project set up in any new schools and annual impact reporting
- Take an active role in curriculum design and development

Stakeholder Management

- Represent ReachOut in line with our values and mission in all stakeholder communication and at external events.
- Be responsible for developing and maintaining positive working relationships with partner schools, including managing communication to ensure projects run efficiently, ensuring expectations such as data completion are met, and schools are retained year on year
- Working closely with the volunteer team, support with onboarding and ongoing management of volunteers
- Communicate with parents to share progress and maintain mentee attendance & engagement
- Providing project reports, sharing anecdotal experiences or facilitating project visits for our funding partners

Other

- Supporting ReachOut's Impact Reporting and Marketing & Communication work by collecting case studies & project content such as photographs.
- Follow ReachOut's policies and procedures.
- Carry out any other duties as required by ReachOut and act in a manner that is in keeping with ReachOut's values.





Person Specification

Experience

- Significant experience working with young people aged 9 to 14 supporting a range of needs e.g. behaviour, S.E.N, confidence
- Understanding of the education system and the challenges facing young people today
- Knowledge and understanding of good practice in a safeguarding context, following safeguarding policies and procedures
- Experience in managing full/part-time staff and/or volunteers
- Sufficient experience in managing relationships with various stakeholders

Skills

- Strong time management and prioritisation skills
- Ability to work independently and proactively
- Strong interpersonal skills with the ability to develop and maintain excellent working relationships across a variety of stakeholder groups
- Ability to reflect and learn to adapt to different situations and stakeholders
- Effective communicator: orally and in writing
- Proficient IT skills, including use of Microsoft Office programmes

Attitudes / Behaviours

- Belief in ReachOut's mission
- A commitment to acting in line with ReachOut's values & behaviours
- A demonstrable commitment to equality, diversity and inclusion
- Can work flexible hours when necessary
- Willing to travel to various locations across the region to attend projects and events
- Willing to travel to other regional offices on occasion and stay overnight if required

Please note: The successful candidate will be 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 our safeguarding policies.



Employee Benefits

ReachOut is committed to supporting the well-being and mental health of its employees. This includes, but is not limited to:

- Commitment to supporting the well-being and mental health of employees through trained Managers and Mental Health First Aiders.
- 29 days annual leave pro-rata (3 of which are used between Christmas and New Year), rising to 30 days pro-rata per annum after two years' continuous service and 32 days pro-rata per annum after five years' continuous service.
- 3% employers pension contribution.
- Hybrid working with an expectation to join regular co-working days each month in a Manchester co-working space. Hours can be flexed around key activities and attendance at projects, meetings, events etc.
- Employee Assistance Programme.
- 2 days (or 17 hours) of volunteering within working hours (after successful completion of probation).
- Commitment to supporting the professional development of its staff. This includes - but is not limited to - training opportunities and personal training budget.
- Enhanced maternity, adoption and paternity leave after one year of service.
- 'Legend of the month' staff award.
- Regular staff socials.
- Access to a health plan (after successful completion of probation).



How to apply

To apply:

- Please send your CV and a supporting statement to hr@reachoutuk.org
- In the subject line quote **'YDL-London'** or **'YDL-Manchester'**
- Please also complete [this equality and diversity monitoring form](#)

The supporting statement should be a maximum of 2 pages & address each point of the person specification, clearly describing how your skills and experience makes you suitable for this role.

We recognise that artificial intelligence (AI) such as ChatGPT can be useful for applicants, for example to shorten an initial draft. However, we would caution applicants not to rely on AI as we want to hear your authentic voice. We will be looking for answers that use examples and experiences that are specific to you.

Key Dates

	Manchester	London
Applications close	9am Monday 1st December	9am Friday 5 th December
Assessment Centre	10am-12pm, 4th December in Manchester (Ancoats)	10am-12pm, 9th December in London (Victoria)
Second stage interviews	10th December (online)	11th December (online)
Start date	Week of 5th January	

Our commitment to equity, diversity and inclusion

ReachOut is committed to being an inclusive and diverse organisation. 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. **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 application.**

Find out more about who we are
and what we do at reachoutuk.org



REACHOUT



[REACHOUTUK.ORG](https://reachoutuk.org)



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