

Recruitment Pack

Education & Careers Coordinator

youthemployment.org.uk



Who we are



Experts in youth employment

Youth Employment UK is a not-for-profit social enterprise actively tackling youth unemployment.

As a youth-led organisation we are pretty unique, our expertise, services and advice is centred around what young people tell us they are experiencing, what they want and need.

We understand the root causes of youth unemployment, what works and what doesn't.

Our core aims :

- Giving young people a voice on the youth employment issues that affect them
- Support young people on their journey to employment with a range of skills and careers support
- Support organisations to develop and be recognised for their youth friendly employment practice and connecting young people to those Youth Friendly Employers
- Providing expert insight across all youth employment policy areas

Our Values

Passion & purpose

Expert

World Class

People Focused

Collaborative



Thank you for your interest



Youth Employment UK is a not-for-profit organisation that was set up to tackle youth unemployment. Now in our tenth year we are considered one of the leading experts on youth employment in the UK.

We are immensely proud of the work that we have done to date, we know that we have played an important role in championing the voices and needs of young people, changing the system around them and connecting young people to good quality opportunities.

Despite our efforts and those of our partners and network youth unemployment is still a significant challenge in the UK and there is still much more to be done.

We pride ourselves on being a small but mighty team with big ambition and big impact, the team and ethos we have built is one of unwavering commitment to our work and we are very much looking forward to adding new colleagues to our team. I hope that you will feel this role and organisation is the right next step for you and look forward to your application.

Laura-Jane Rawlings
Founder & CEO



Our Education Work

We are immensely proud of our work to support young people on their journey to work, we know from young people that the sooner they are building skills and learning about careers the more confident they feel in navigating their next steps.

This is why our work to support schools, colleges and alternative provision providers is so important to us and why we know that there is real power in partnerships.

We provide some of the best online careers and skills resources for young people, currently this includes 11-30 year olds with specialist content for young people with special education needs, those who are home educated and LGBTQ+. In 2023 we plan on further expansion of our services for educational providers.

Our partnerships include organisations like The Careers & Enterprise Company, PiXL, National Citizens Service, Skills Builder, WorldSkills UK and many more, organisations who like us are committed to supporting young people to thrive.



The Job Purpose



We are looking for someone who is passionate about the potential of young people and our careers and employability expertise.

You'll work closely with the CEO and senior leadership team to build on our growing presence and services in schools, colleges and with independent providers. Central to the role is understanding the needs of Career Leaders, education, employability and training professionals and ensuring that Youth Employment UK is meeting those needs.

You will play a lead part in supporting our Young Professional Provider network; this network of education providers are using our free skills and careers resources to support young people. Support will include developing strong relationships, peer-to-peer support and garnering feedback and impact information.

You'll also build on and support our incredible partnership work, by amplifying their work, supporting them to make the most of our services and partnering on projects and other opportunities. You will also be involved in the creation of resources and supporting our employer partnership team to amplify the opportunities from employers across our schools network.

Who you are

We are looking for someone that ideally has a background in careers education and employability. The successful candidate will understand the Gatsby Benchmarks and be passionate about the power of careers information on addressing aspirations, social mobility and levelling up for young people.

You will have previous experience of creating resources for young people and for schools/colleges. You will be skilled at building relationships and also in providing administrative support to our network, keeping records and systems up to date so we can constantly deliver and be proactive in our work with providers.

The skills you'll use:

- Communication : you will be speaking with education providers on a regular basis over email, phone and on occasion you will be required to present in person or online
- Administration : you will be supporting education providers nationally and will need to be organised. You will use project management skills to keep on track of progress and capture impact measurements
- Team work : you will need to support colleagues and our Youth Ambassadors to deliver on Youth Employment UK's exciting plans.

We are a Disability Confident and Youth Friendly Employer. We encourage applications from a diverse range of candidates and ask you to let us know if we can make any adjustments to the recruitment process to support your application.



The Package

Working Hours : Some flexibility - 30- 37.5 hours a week.

Location: Kettering office base, remote working combined with travel required for meetings

Salary: £25,000 - £35,000 f.t.a depending on experience

Benefits:

- 25 days holiday pro rata per annum in addition to bank holidays; 4 wellbeing days and 2 volunteering days per year.
- Breakfast & lunch provided
- Standard pension scheme package.

Reporting to: Reporting directly to the CEO

Line Management Responsibility: None

Budget: None

Targets: Growth targets across Young Professional Providers and service users



Application Process



We require interested applicants to send through a CV and Covering Letter to our Office Manager Susan Ryan - susan@youthemployment.org.uk

Please answer the following 2 questions in your Cover Letter:

- What areas of Youth Employment UK's work most interest you?
- How do you think we can be more useful for schools and college Career Leaders?

Deadline for application is the 6th January

Once applications have been reviewed there will be a 2 stage interview process.

Stage 1: informal interview via zoom

Stage 2: an in person interview which will include a presentation to a selection of colleagues, meeting the staff team and visiting our Kettering base.

All candidates will be required to complete an enhanced DBS & employment is subject to references being received.

Before you go...

Read

1. What young people have to say about their barriers to work in our [Youth Voice Census](#)
2. What our incredible [Youth Ambassadors](#) team have been up to

Explore

1. Our expert [policy and research work](#)
2. Check out our support for [organisations](#)

Share

1. Our [Looking for Work Booklet](#) with young people in your network
2. The [Young Professional and Careers Hub](#)

Contact us



Visit the website :

<https://www.youthemployment.org.uk/>

Email the team: info@youthemployment.org.uk

