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Role Profile: Youth Programmes Officer, West Midlands

Role title	Location	Working hours	Salary
Youth Programmes Officer (YPO), West Midlands	Homebased with travel within West Midlands (mainly Wolverhampton and Telford)	Part time 30 hours per week, 39 weeks per year (term time only) The hours and days of coverage may be negotiable for the right candidate and experience.	£18,731 pro-rated to 30h including holiday pay £26,700 FTE This salary is non-negotiable and is based on market benchmarking and equity across the JET staff team

STEM | Inspiration | Leadership | Teamwork | Employability

The Jon Egging Trust (JET) supports young people who are facing adversity and come from disadvantaged backgrounds to develop social and emotional skills, re-engage with learning, improve their grades and in turn maximise their potential.

Our experiential learning programmes provide long-term support and access to extraordinary workplaces and STEM environments and the inspirational role models within them.

Who: We support vulnerable and under-confident young people who are struggling to engage at school. We work with our students for up to three years, supporting them to build aspiration and self-belief, and to reengage with learning and maximise their potential.

How: Our long-term Blue Skies programmes support students to build vital social and emotional learning skills (SEL) including teamwork, leadership and communication, in order that they reengage with education and strive for positive futures.

Where: The Jon Egging Trust focuses on students facing adversity and living below the poverty line, and currently operates in partnership with schools across 12 counties of England and Wales.

What: Our in-house youth team supports students to develop confidence, self-worth and vital employability skills. We also harness the power of world-class STEM environments and the professional role models within them to allow students to broaden their horizons and build positive career aspirations.

Why: Potential is everywhere, but opportunity is not. We strenuously believe that young people's futures should never be limited by postcode or adverse childhood experience.

About Jon Egging: Flt Lt Jon Egging was a Red Arrows pilot who tragically lost his life in a flying accident following the Bournemouth Air Festival in 2011. The Jon Egging Trust realises Jon's dream of inspiring young people through his love of aviation, STEM, teamwork and leadership, helping them to overcome adversity, identify their strengths and work towards their dreams.

www.joneggingtrust.org.uk.

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Child and Adult at Risk Protection Statement

The Jon Egging Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults. We expect all staff and volunteers to share this commitment. We operate a rigorous safer recruitment process that includes enhanced DBS checks, reference checks, and a self-disclosure form to be completed prior to final interviews. Any offer of employment is subject to satisfactory screening in line with our safeguarding and child protection policies.

Our Programmes

We currently offer two ways for schools to engage with JET programmes:

Blue Skies - our intensive, targeted, early intervention programme working with young people aged 12-16 for three years. Blue Skies aims to support young people to develop the 5 JET outcomes of Motivation, Confidence, Aspiration, Resilience and Goal Setting. Over the three years, JET delivers a three-level syllabus (Teamwork, Leadership and Employability skills) during school hours, 5 sessions at a partner site (such as the RAF or corporate site) and 5 sessions in school, each year, plus a graduation and evaluation session.

Inspirational Outreach (IO)- One-off sessions where inspirational mentors share their experiences through visits, talks and external trips to show how they've overcome challenges and developed exciting careers. JET also deliver transition days / super-learning days.

Role purpose

At JET, teamwork is our magic ingredient; we invest in each other as teammates, support and raise each other up, value every skill and quirk – exactly as we do on our programmes with young people.

You will be joining a people-centred, deeply motivated and uplifting group of colleagues who love and want to make a difference with their work. Vulnerable young people need our support more than ever and as Youth Programmes Officer, your role will be to plan, deliver, and review Blue Skies and Inspirational Outreach programmes. The Regional Manager for Midlands will support the initial planning, co-ordinating and evaluating phase. You will work with partner organisations and volunteers, both civilian and military, and educational establishments across West Midlands. The job is home-based and will entail regular travel for meetings and programme delivery.

If you're looking to make a difference too, this is the place for you.

You'll be stepping into a well-oiled machine, yet we're eternally excited by fresh thinking and strive for continuous improvement; new ideas and approaches are welcomed.

Regular communication with your line manager and the rest of the team is vital on Microsoft Teams, and we actively encourage frequent check-ins and moments for laughing, to look after your wellbeing. The post will be managed by the Regional Manager for Midlands.

Day to Day Duties

Programme Delivery:

- To deliver the Jon Egging Trust's Blue Skies programme, ensuring young people (15 per cohort) progress successfully through the programme. These sessions will be delivered at military, corporate and educational partners in and around West Midlands and within schools. Normal sessions run within the hours of a school day, exact timings negotiated between YPO and the school, within the school term.
- To deliver Inspirational Outreach sessions in schools in line with regional plan and with support from Regional Manager.
- To ensure risk assessments are carried out for each activity and that a copy is sent to the school and Regional Manager along with a session plan before each session.
- To support the Regional Manager in building and maintaining relationships with military, corporate and educational partners.
- To liaise with our corporate, educational and military supporters and volunteers.
- To work with school partners to identify and reduce barriers to young people's participation, learning and achievement. To deal with any problems if they arise and to adapt the session plan as necessary.
- To maintain accurate and up-to-date records on JET's in-house database ImpactEd (training will be given).
- To ensure that schools complete the registration and monitoring documents for each level of the programme and hold any information in line with the Jon Egging Trust Data Protection Policy.
- To ensure that excellent facilitation standards, communication and project partnerships are always maintained.
- To ensure that all information and evidence, including registration, monitoring, evaluation, and feedback forms, are completed and recorded in a timely and appropriately manner in accordance with The Jon Egging Trust Data Protection Policy.
- To keep up to date with session administration, including session planning and portfolio records.
- To support the planning and delivery of graduation events at the end of each Blue Skies programme, hosting parents/carers, partners and young people, celebrating and showcasing the progress that has been made throughout the year.
- To always uphold the ethos and values of the Jon Egging Trust.

General:

In addition to the specific duties above, all JET employees should be aware of their responsibilities towards the following:

- Adhere to all health and safety regulations and to co-operate with JET in maintaining good standards of health and safety
- Adhere to all legislative requirements and JET policies and procedures with regards to data protection
- Uphold ethical and professional standards and not behave in a manner that is likely to bring JET into disrepute
- Promote and sustain a responsible attitude towards equal opportunities and diversity within JET
- Demonstrate a commitment to on-going learning and development and to participate in any training relevant to the role

This job description is not exhaustive. Elements of the job description may be changed following consultation with your line manager. Additional duties may be required in order to fulfil the objectives of the charity.

Person specification

Essential:

- Recent and relevant experience of working with young people.
- Ability to motivate, enthuse, develop and support young people.
- Excellent communication skills; written and verbal.
- Exceptional interpersonal skills.
- Ability to problem solve and be flexible.
- A team player who is happy to work autonomously and independently as required.
- Ability to organise and prioritise own work and work on own initiative.
- Ability to prioritise and juggle multiple workstreams.
- Ability to work under pressure and meet deadlines.
- Highly IT capable: experience of using e-mail, internet and word-processing, accurately and with good attention to detail.
- Competence in using an online file sharing and collaborative space, ideally Microsoft SharePoint and Office 365.
- Passionate about the Jon Egging Trust and its remit to support young people to achieve their potential.
- Willingness to undertake further training as identified or required.
- Live within the region, hold a valid full UK driver's licence and have access to a vehicle with business car insurance.

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Desirable:

- Professionally qualified Youth Worker or Qualified Teacher Status or similar.
- Experience of writing inclusive, fun and engaging session/lessons plans.
- Experience of evaluating sessions.
- Experience of working with and supporting volunteers.
- Experience of working with schools and external partners/agencies/collaborations.
- Knowledge of local community and youth support networks.

Personal competencies: Attributes/behaviours the role holder must possess to be successful in the role as based on the Youth Work National Occupational Standards	
Work with young people and others.	Build relationships and engage with young people. Engage with the local community. Build working relationships and networks.
Facilitate the personal, social and educational development of young people.	Facilitate learning and development of young people through youth work. Plan and implement learning activities in youth work. Promote young people's self-awareness, confidence and participation. Promote access to information and support.
Promote inclusion, equity and young people's interests and wellbeing.	Engage in critical dialogue and work with young people in promoting their rights. Safeguard the health and welfare of young people. Promote inclusion, equity and the valuing of diversity. Fulfil regulatory and organisational requirements.
Develop youth work strategy and practice.	Establish and prioritise requirements for youth work. Plan and implement youth work strategy. Monitor and evaluate the effectiveness of youth work strategy and plans.
Develop, lead and manage self and others.	Manage yourself. Work collaboratively as part of a supportive team. Share knowledge and experience with others. Maintain health and safety in the workplace.

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Information for Applicants

References

If offered the position, we'll require details of two people who will be happy to provide written and verbal references for you, one of which should be your current or most recent employer. You can see our reference request form in the Appendix.

Self-Disclosure

As part of our commitment to safer recruitment, all candidates invited to a final interview will be required to complete a confidential self-disclosure form. This allows us to discuss any disclosures during the interview and ensures transparency.

The form will be issued prior to interview by our Senior Administrator and must be returned in advance. It will be reviewed by the Hiring manager and if disclosure is made, the information will be shared and reviewed by the Safeguarding Lead to assess any potential risk. Where necessary, a risk assessment will be conducted.

All self-disclosure information is treated with the utmost confidentiality and will only be shared on a strict need-to-know basis. Forms from unsuccessful candidates will be securely deleted in line with our data protection and safer recruitment policies.

DBS check

Enhanced with children's barred.

Working arrangements

You will be based from home and all staff receive a home working allowance towards additional household expenses associated with working from home.

You will be required to travel within and around West Midlands (predominantly Wolverhampton and Telford) to deliver Youth Programmes sessions and attend important face-to-face meetings with key stakeholders, staff and volunteers who may be at different locations across the region. In addition, you may be required to attend 2 JET conferences and the annual dinner each year (with overnight stay, depending on location). You will also conduct meetings virtually via Microsoft Teams, where appropriate.

A valid driver's licence and access to a vehicle with business car insurance is essential for this role due to the rural/remote location of military bases and schools.

Working hours

JET is proud to be a flexible working employer, a right we have championed from our very beginnings. Hours may be worked flexibly during the week.

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Due to the nature of the role, **you will need to ensure you are available during all or part of the school day (9am-3pm) 4 or more days per week to run sessions and liaise with local partners and JET staff during their working hours**. It will be your responsibility to understand and determine the local and role needs, with support from the Regional Manager, and you will be given the autonomy to manage your hours accordingly.

Annual Leave

We offer an enhanced annual leave entitlement. Full time JET staff receive 25 days annual leave in addition to 8 bank holidays. For part-time staff, the leave entitlement, including bank holidays, will be adjusted pro-rata.

As this is a term time only role, your take home pay includes your entitlement to holiday pay. This is because term time workers are paid for leave rather than taking it in time, therefore leave is paid as an addition to base salary. **We require that all leave be taken during West Midlands school holiday periods**; only in exceptional circumstances can leave be approved during term time.

JET is also pleased to operate an accrued leave scheme. All staff will accrue one additional day of leave (pro-rated for part time staff) for each complete year served, up to a maximum of 30 days (excluding bank holidays) for 5 complete years' service.

Special Paid Leave

JET also provides a Special Paid Leave provision to support staff in balancing the demands of domestic and work responsibilities at times of either urgent, unforeseen and/or parental, carer and public service needs. You will be entitled to 5 days of Special leave, at your normal rate of pay, within any period of 52 weeks. And finally, Happy Birthday! We offer all staff an additional day (pro-rated for part time staff) of annual leave to be used on their birthday, or as near as possible to the big day itself.

Enhanced Family Leave

Additionally, we offer an Enhanced Family Leave scheme for eligible employees who have been with us for six months or more. This includes:

- 10 weeks' full pay (inclusive of statutory pay)
- Followed by 10 weeks' half pay (or statutory pay, whichever is greater)

To receive enhanced pay, eligible staff will be asked to sign a family leave agreement, which includes a commitment to return to work for at least six months following their leave. This policy is designed to support new parents, including birth and adoptive parents during an important time in their lives.

Travel

Your travel expenses will be reimbursed at a cost of 45p per mile for the first 10,000 miles, 25p per mile after this.

Organisational sick pay

We offer an OSP to employees that have successfully completed their probation period. Once agreed with your line manager that the probation has ended, you will be entitled to receive OSP at your normal rate of pay for a total of four working weeks within any period of 52 weeks, rising to six weeks after two years' service.

Pension

Eligible staff are auto-enrolled into a pension scheme provided by NEST, in accordance with the pension's auto-enrolment obligations. We feel it is important that our scheme offers an enhanced contribution above the statutory minimum, with the employer contributing 5% and the employee contributing 3% of qualifying earnings. Full details will be provided prior to enrolment, including the right to opt out.

Other benefits

- £250 towards the purchase of office equipment such as a chair, desk, lumbar support to help make your homeworking set up as comfortable as possible
- Annual flu jab
- £100 towards the cost of your glasses, whether you are an existing wearer or not

Training

During your induction period, you will be required to complete online training courses related to working from home, health and safety, equality, diversity and inclusion, amongst others. You will also be required to hold a valid first aid certificate – we can organise a course for you to attend if you don't currently hold one. In-house training in youth work will also be provided. However, there is an expectation that you will commence a formal youth work qualification within a year of starting in post, if you do not have a relevant qualification e.g. youthwork or teaching. JET will organise and pay for this training and whilst it may be possible to complete some elements during your contracted hours, it may be necessary to undertake some study outside of your paid working hours. This can be discussed further at interview.

Child and adult at risk protection policy statement

The Jon Egging Trust is committed to providing a safe and positive environment for everyone involved in its services and activities. The Trust takes its extended moral and legal duty of care very seriously in relation to children, young people, staff and volunteers. We seek to ensure the safety and wellbeing of all children and to protect them from harm or abuse when they engage in any of our activities.

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Equality, Diversity & Inclusion

The Jon Egging Trust is an equal opportunities employer. We are committed to creating an inclusive and diverse environment where everyone feels valued and respected. We actively encourage applications from individuals of all backgrounds, particularly those underrepresented in our workforce and sector.

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APPENDIX

Reference request form

Your name has been given as a referee for the individual named below who has applied for employment with the Jon Egging Trust. I would be grateful if you could consider the attached Job Description and provide your thoughts on the applicant's suitability for this post by completing the form below.

Reference request for	[Insert name]
Post applied for	[Insert job title]
Will the post holder work directly with children?	Yes/No (delete as appropriate)

The applicant has given consent for us to approach you for a reference in line with the General Data Protection Regulation. Any information that you provide will be treated in the strictest confidence and in line with the Data Protection Act 2018.

Please return the completed form to Katie@joneggingtrust.org.uk as soon as possible.

Many thanks for your assistance.

Katie May
Senior Administrator
Jon Egging Trust

Name of company/organisation	

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Capacity in which the applicant is known to you	
How long have you known the applicant	
What was the applicant's job title in your organisation (if applicable)	
Dates of employment (if applicable)	
Reason for leaving	

Please rate your experience of the individual's performance in the following areas	Poor	Average	Good	Excellent
Quality of work				
Conduct				
Working relationships				
Potential for development				
Ability to work under pressure				
Commitment to job				
Energy and enthusiasm				
Contribution to the team				
Management of staff (if applicable)				

Did you find the applicant to be honest and trustworthy	Yes/No
Did you find the applicant to be reliable in carrying out their duties?	Yes/No
Was the applicant's time-keeping satisfactory?	Yes/No

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Was the applicant subject to any form of performance management/disciplinary action within the last 12 months? If yes, please give further details below.	Yes/No

Do you think the applicant would be a suitable person to undertake this post? Please consider the attached job description and provide any additional comments below.	Yes/No

Would you employ the applicant again? If no, please give further details below.	Yes/No

For posts working directly with children only:

In line with our Safer Recruitment procedures, we would be grateful if you could indicate your response to the following questions:	
Have you observed the applicant working with children or young people?	Yes/No
Do you know of any reason why this candidate should not be appointed to a position with substantial access to children?	Yes/No
Do you know of any disciplinary procedures the applicant has been subject to involving issues related to the safety and welfare of children or young people, including any which the disciplinary sanction has expired?	Yes/No
Do you know of any allegations or concerns that have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people, and the outcome of those concerns, e.g.	Yes/No

whether the allegations or concern was investigated, the conclusion reached and how the matter was resolved?

If any of the answers above are Yes, please provide details below:

I confirm that the information supplied in this reference is a true, accurate and fair reflection of the person applying for the position. It does not contain any material misstatements or omissions.

Signed	
Name	
Position	
Email address*	
Contact number*	
Date	

* This information is for internal purposes only, so that we may follow up on written references. It will not be shared with third parties or used for marketing purposes.

Thank you for providing this information.