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JOB APPLICATION PACK

**Events Assistant (part-time)
(FUND002)**

July 2024

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**NEW
HORIZON
YOUTH
CENTRE**

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New Horizon Youth Centre

Events Assistant (part-time) - FUND002

Job Application Pack, July 2024

Dear applicant,



Life is not linear. Nobody knows that better than the young people who come to New Horizon Youth Centre. While the thousands of stories they tell us every year are as different as they can be, one thing unites them: their current experiences of homelessness do not define them or where they will end up. Indeed, as one of the young members of our Women's Space told us, sometimes you have got to go through the darkness to get to the light.

During the last few years COVID, cost-of-living and housing crises have created challenges for us all, but young people have felt it particularly acutely. Youth homelessness is currently at unprecedented levels. In 2023, over 20,000 young people in London approached their council because they were, or were about to be, homeless.

To meet these rising levels of need, we are expanding our staff team, services and partnerships. By joining us, you will be part of ensuring New Horizon consistently and powerfully does what it does best: championing young people, collaborating for impact and being determined to find a way to holistically support every young person that comes through our doors.

Whilst making sure that basic needs are met and young people are safe, housed and able to focus on their future, it is also critical that we guarantee that young people, especially those experiencing homelessness who have been systemically denied a voice, are present in the creation of systems that will change and impact their lives for the better.

We are not afraid of being bold and thinking big in response to today's challenges; it requires us to grow our staff team, our collaborations, our funding and our campaigning to end youth homelessness. Staff wellbeing is a crucial part to this journey, along with ensuring that young people are with us every step of the way.

We know that far too many young people find themselves unhoused, unsupported and unsafe. Now is the time to right this wrong and ensure that every young Londoners' potential has a home.

We hope that you'll join us.

A handwritten signature in black ink, appearing to read 'P. Kerry', with a large, sweeping flourish at the end.

Phil Kerry, Chief Executive

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OUR STORY

London is a fantastic city to call home, but a central truth remains in the capital. Every year thousands of young people find themselves unhoused, unsupported and unsafe.

That's why New Horizon Youth Centre exists.

Founded in 1967 by Lord Longford to address the needs of young people who were homeless and misusing drugs in the West End of London, today New Horizon Youth Centre continues to be a vital support network for 16–24-year-olds with nowhere else to go.

Through the services we provide at our day centre, via outreach and remotely, our multidisciplinary team of over 60 staff support thousands of young people experiencing homelessness in London to find safety, improve their wellbeing, develop skills for life and ultimately find somewhere that they can call home.

“For as long as young people are homeless and unsafe in London, we will be on a mission to give their potential a home”

For more info about our impact, [please take a look at our latest impact report.](#)



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COMMITMENT TO EQUITY, DIVERSITY & INCLUSION

New Horizon Youth Centre is committed to recognising and valuing difference and ensuring fairness and equity; and recognising and seeking to redress inequity and disadvantage wherever possible. We have an ongoing action plan to improve our Equity, Diversity and Inclusion (EDI) practices, which every member of our organisation has a role in contributing to.

As a service provider to young people facing homelessness and who are unsafe, we aim to be an empowering, supportive employer and to offer as much flexibility as possible to help each individual realise their full potential as users of New Horizon Youth Centre and as employees. We believe that this approach is key and central to promoting and developing diversity.

We recognise that true diversity in our community and within the staff group also involves a willingness to act, where necessary, by combating the effects of existing barriers to fair and equal treatment. Within society certain groups are unfairly discriminated against – for example on the grounds of race, gender or gender identity, disability, sexuality, age and class – and are, as a result, disadvantaged in terms of their access to services and employment. We will, where appropriate and where possible, seek to positively redress the effects of this discrimination. Any action we take will be legally compliant and consistent with our approach of making young people and staff feel valued and respected.

We recognise that many people have suffered disadvantage and barriers to progress for all kinds of reasons related to them as an individual and not because of their personal characteristics such as homelessness, employment, economic or domestic circumstances, or involvement with the justice system. For this reason, our commitment to diversity includes being supportive, positive and open minded.

We encourage applications from all backgrounds in respect of ethnicity, disability, gender, sexuality, religion, and socio-economic backgrounds.

New Horizon Youth Centre is deeply committed to inclusive working practices, so during the application process we commit to:

- Reimbursing any childcare and other care costs whilst you are attending interviews.
- Reimbursing your travel costs to the office and back for interviews.
- Making any reasonable adjustments – for example ensuring we have a sign language interpreter organised in advance if you would like them.
- Offering a guaranteed first stage interview for disabled candidates who meet the minimum requirements for the role.

If there is anything else you are concerned about or think we could provide, please let us know.

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OUR WORK IS GUIDED BY THREE VALUES:

We **champion** young people



We **collaborate** for impact



We are **determined** to find a way



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STRATEGIC OBJECTIVES:

Through 2022 – 2025 New Horizon Youth Centre will focus on:

1. Delivering high quality, trauma-informed services for any young person that needs our support

- **Refocusing our services around four key outcomes areas** (Housing, Safety, Life-skills, and Health) to help us specialise further and grow our impact.
- **Redefining the welcomes into our services** so that we can build trust and ensure young people get the support they want and move on.
- Creating a **brand-new health offer and optimising the scale of our housing offer** to address these continued areas of significant need.

2. Working with and through others to optimise our offer and maximise our impact.

- Continuing to **invest in the London Youth Gateway youth homelessness partnership**, scaling its reach and finding more ways to collaborate.
- **Revitalising our centre as a hub** that provides both drop-in and specialist services via our team and a network of committed partners that share our values.
- More deliberately **sharing best practice with partners and statutory agencies** so that more professionals are equipped with the skills and knowledge to help.

3. Saying what others won't say and do what other won't do to ensure that no single young person misses out, even the young people we will never meet.

- **Prioritising services where needs exist without solutions**, working with others to innovate and bring these issues to public attention.
- **Redoubling our policy work and building our evidence** to put 'grit in the system' and ensure that the issues affecting young people are understood and acted upon.
- Working with young people to **reframe the narrative around youth homelessness**, ensuring that they have the right platform to campaign for change.

And importantly will continue to focus on:

4. Sustaining a well-run organisation that invests in staff and celebrates the diversity that makes us a success

- **Making good on our commitment to be anti-racist**, embedding diversity across our work and practice.
- **Renewing our staff care and investing in our technology and facilities** so that the team have the practical and emotional support they need to thrive.
- **Setting ambitious goals for our fundraising** so that we have the resources and financial security to be ruthless in the pursuit of our mission.

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*“New Horizon.
It might not be your home.
They might not be your parents.
They might not be your family.
But they want you to win in this
world.”*

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NEW HORIZON YOUTH CENTRE

JOB DESCRIPTION – EVENTS ASSISTANT

Reporting to: Head of Fundraising and Development and Corporate Partnerships Manager

Joining New Horizon Youth Centre as an Events Assistant means not only stepping into a role of significant impact but also becoming part of an energetic organisation deeply rooted in long-term, strong relationships with our funders. Last year, we surpassed expectations by raising £4 million with just three members of staff, showcasing our dedication and effectiveness in fundraising. This year, our sights are set even higher, with a target of £4.7 million.

As part of our investment to achieve this ambitious goal, we're seeking a passionate and driven individual to join our Fundraising Team as a part-time Events Assistant. This new role is critical to expanding NHYC's events programme, attracting new supporters, and enhancing our fundraising efforts with exciting activities for our existing funders to stay connected to our work.

Working from our bustling day centre, you'll be at the heart of our operations, staying connected to the profound impact of our organisation firsthand. This closeness to our frontline services ensures that you'll witness the tangible difference your fundraising efforts make in the lives of young people every day, making New Horizon Youth Centre an exceptional place to fundraise.

If you're seeking not just a job but a deeply fulfilling experience where your work directly transforms lives, where you'll forge lasting connections with funders, colleagues, and the young people we support, then New Horizon Youth Centre is for you. Join us in making a difference and shape a brighter future for the young people experiencing homelessness in London.

The key objectives of the post are:

- To support the Head of Fundraising and Corporate Partnerships Manager with successful delivery of New Horizon Youth Centre's calendar of fundraising events
- Lead on timely, organised and responsive events administration for our forthcoming Autumn Fundraiser and 10 Days to Take on Youth Homelessness Campaign
- Work collaboratively and productively as part of the fundraising team, ensuring the team have the resources and support needed to be effective in their roles

MAIN TASKS AND RESPONSIBILITIES

1. Providing administration and project management support to our calendar of fundraising events, ensuring venues, catering and logistics are delivered as planned.

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2. Working with the Head of Fundraising and Corporate Partnerships Manager to drive tickets sales to events and ensure guests have all the information they need.
3. Supporting the Head of Fundraising and Corporate Partnerships Manager to secure pro-bono gifts and prizes for our raffle and auction at our Autumn Fundraiser.
4. Managing all correspondence into and from our events@ mailbox, ensuring donors, guests and supporters are thanked and have their questions answered in a timely way.
5. Supporting the development of a new calendar of challenge events to support our offer to corporate partners.
6. Supporting the Corporate Partnerships Manager to deliver volunteering days for corporate partners.
7. Proactively looking for opportunities and ideas to enhance our events.

Other

To contribute positively and constructively to the development of the teams, service and NHYC. This will include:

8. Covering for other members of the team as necessary.
9. Following NHYC's policies, procedures and performance expectations in all functions of the post.
10. Undertaking as required any other duties compatible with the level and nature of the post and/or reasonably required by the Head of Fundraising.

PERSON SPECIFICATION

We are looking for an individual who can demonstrate the following competencies to a high level and want to use these to the full in their work.

E: Essential

D: Desirable

QUALIFICATIONS, EXPERIENCE AND TRACK RECORD

1. Experience in supporting or leading events. (E)

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2. Ability to work both autonomously and collaboratively. (E)
3. Excellent attention to detail. (E)
4. Excellent organisation skills, adeptly managing time and deadlines. (E)
5. Excellent written and verbal communication skills. (E)
6. Creative thinking and solutions focussed mindset. (E)
7. Track record of supporting charity fundraising events, particularly challenge events. (D)
8. Knowledge of issues affecting young people and their housing. (D)

OTHER

1. Willingness and ability to work outside of normal hours on occasion (within New Horizon's flexible working arrangements. These include working occasional mornings and evenings when events take place. (E)
2. Willingness to work flexibly in response to changing organisational requirements. (E)

ADDITIONAL INFORMATION

Location

The post is based at: New Horizon Youth Centre, 68 Chalton Street, London, NW1 1JR.

Hours of work

The post holder will be required to work 21 hours per week, across 3 days (Monday-Friday). The exact working pattern is flexible and will be agreed following interviews.

Pay

The starting salary for this role is £27,144 (pro rata). The salary scale is: AP21 (£27,144) to AP25 (£29,952) pro rata.

Other benefits

- 30 days annual leave per year (pro rata), plus bank holidays and some additional time off over Christmas
- Employer contribution of 6% to a group personal pension scheme
- Enhanced Employee Assistance Programme, including 24-hour helpline, access to counselling, contributions towards medical expenses, discounted gym memberships, high street vouchers and more
- Clinical Supervision and Reflective Practice
- Staff Loan Policy, including Cycle to Work scheme
- Generous Training budget and a Diversity Leadership Programme
- Regular Staff Away Days and teambuilding activities

TIMESCALES AND HOW TO APPLY

The timescales for recruitment are as follows:

Closing date and time for applications	9am, Monday 29th July
Shortlisted candidates will be informed	Wednesday 31st July
Interviews	Wednesday 7th August

If you wish to apply for this position, please supply the following in a **word document format**.

1. **A detailed CV** setting out your career history, education or qualifications, and other key responsibilities or achievements.
2. **A supporting statement** (up to 2 sides of A4) highlighting your suitability for the role and how you meet the criteria listed on the **Person Specification**. Please address the points in Person Specification only. Please note that the supporting statement is an important part of your application and will be assessed as part of your full application.
3. **Completed Additional Details Form** – [Please find here](#) or on the job advert on our website. Your data will be stored separately from your application and will at no time be connected to you or your application by the shortlisting panel.

All documents should be emailed to recruitment@nhyouthcentre.org.uk, making sure to put the job reference: **FUND002**

If you would like to apply for more than one role, please make your preferred area(s) of work clear in your supporting statement.

Please ensure all application documents are provided in a **word document format**. This is to allow for the recruitment team to anonymise documents before sending to the shortlisting panel.

We do not consider incomplete applications.

You will be notified if you have not been shortlisted. However, we are unfortunately unable to provide each individual application with feedback.

If you have any questions or would like to arrange a call to discuss the role, please feel free to email us at the email address listed above or call 0207 388 5560.

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***Giving potential a
home since 1967***

***nhyouthcentre.org.uk
@nhyouthcentre***

***Charity number: 276943
Company number: 01393561***

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