

REACHOUT

CHARACTER | CONFIDENCE | CHANGE

Youth Project Leader

Recruitment Pack - 2024/25





REACH OUT

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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. Working closely with schools, we identify students who often don't have the advantages that others do and who are most likely to benefit from our interventions.

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.

In 2024/25, ReachOut will be entering an exciting 'testing' phase in the development of our new organisational strategy. Through our new strategy, we're looking at how we can most effectively meet the needs of the young people we work with, now and in the future. This means that, this year, there will be some variations to the way we implement individual projects. You will receive more information about this when you are assigned a project.



Find out more about what we do.

The Youth Project Leader Role

ReachOut's Youth Project Leaders are individuals who are passionate about working with young people, supporting them to reach and be confident in their potential. You may be an experienced youth worker, or have experience facilitating sessions or working with young people and leading volunteers.

Working Hours: 5, 9, 13 or 17 hours a week (depending on number of assignments allocated to the post-holder). Fixed term contract.

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

Reports to: ReachOut Project Officer

Salary – London: £15 per hour | **North-West:** £13.30 per hour.

Start Date: Projects start dates are staggered and commence any time between October and January. Where possible, personal preference on start date will be considered when allocating assignments.

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 similar background and experiences can further help our young people develop and learn. Over half of the young people we work with are from Asian/Asian British or Black/Black British backgrounds.

ReachOut wants to increase the representation of Project Leaders from these communities and actively welcome applications from these ethnic groups.

Youth Project Leader Job Description

As a Youth Project Leader, you will:

- Deliver ReachOut sessions at the same partner school on the same day and time weekly during term time.
- Prepare your ReachOut sessions, 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.
- Manage and support a group of volunteer mentors; supporting them to build strong rapport with their mentees and helping them to understand how to best adapt their mentoring approach to the young people they are working with.
- Support the 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.
- Manage your project's weekly admin by planning your sessions, maintaining your attendance and providing detailed project updates to your line manager.
- 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.

Person Specification

We are looking for some of the following attributes in the successful applicant. You may be more experienced in some areas than others. **We are interested in experience that's both job-related or gained through other areas of your life.**

- Demonstrable belief in ReachOut's mission and passion for our work and our character-building agenda
- A minimum of one year of experience in leading a group of young people
- A minimum one year of experience working with and leading a group of volunteers, or a desire to develop your leadership skills.
- Ability to design fun, engaging and creative activities for young people.
- Ability to follow safeguarding procedures.
- Receptive to and driven by feedback.
- 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 an ability to adapt and learn and make quick decisions.
- Ability to manage multiple priorities and complete tasks in a timely fashion.
- Ability to undertake and manage administrative tasks using Word, PowerPoint, Microsoft Teams/Zooms and MS Forms to a high standard.
- Understanding of the challenges facing young people today and/or understanding of the KS2/3 national curriculum.

Optional Extra Responsibilities:

We also have an exciting opportunity for you to get involved in recruiting and training our volunteer mentors. This will be on an ad-hoc basis, as and when we have hours available.

When you complete your application form to become a Youth Project Leader, you will be given the option to register your interest in this role. We will let you know if you have been selected and will invite you to a training session. For the hours you complete in this role, you will receive your standard Project Leader base salary.

[Click here to find out more about what this role entails.](#)



Why Work at ReachOut?

- **Our team is driven by impact**, and we measure and report on this transparently. [Click here to find out more about our impact.](#)
- **We have opportunities for Project Leaders to pick up extra hours supporting other areas of work.** These include recruiting and training volunteers, and providing cover for different groups.
- **We have free, tailored training opportunities** where you can learn from other Project Leaders and refine your skills.
- **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 for their own Career Mentor.**
- **Join the ReachOut community**, through celebratory events, socials, networking and training sessions, you will meet other people who are passionate about supporting young people.



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





How to apply

Our application process has 3 stages – the application form, an interview and your participation in our training. These stages of continuous assessment are designed to review applicants' skills in working in a team and on an individual basis.

Applicants' performance in these stages, as well as their ability to complete all administrative tasks (DBS process, e-learning, etc.) in a timely manner, will inform suitability and project allocation.

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. 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 for the 2024-25 academic year during term time.
- Are available to attend one of the Project Leader induction trainings on Saturday 14th September 9.30-5pm (London or Manchester), Tuesday 17th September 9.30-5pm (Liverpool) or Thursday 19th September 9.30-5pm (London).
- 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 2024-25 academic year should you be successful.
- Understand that if you receive an offer, it will be conditional on completing training, providing satisfactory references and completing an enhanced Disclosure and Barring Service (DBS) check.

Current and former ReachOut mentors who have attended 80% or more of their mentoring sessions will usually be shortlisted automatically for Stage 2 on receipt of their application form and CV.

We will contact you within two weeks of receiving your application.

Applications close on 01st August 2024, but are assessed on a rolling basis, so you are advised to submit yours early.

Stage 2 – Interview

If you are successful in stage one of your application, you will be invited to attend an interview where you'll meet our team. This is an opportunity for us to get to know you better and will consist of scenario-based questions and a short delivery task to assess your facilitation and presentation skills.

The interview will last 30 minutes and will take place in one of our offices based on your location:

- **North-West Office:** Beehive Lofts, Jersey Street, Manchester, M4 6JG
- **London office:** 244-254 Cambridge Heath Road, London, E2 9DA **OR** 8-10 Grosvenor Gardens, London, SW1W 0DH

(**Please note** our London team are moving offices during the summer. Your interview confirmation email will confirm the address of our office)

Stage 3 – Induction Training

The induction training is the final part of the assessment process where we ensure you're confident in your role as Project Leader and have the required skills for the job. You will be required to attend a training day on one of the following days/locations:

- **London:** 9:30am – 5pm on Saturday 14th September or Thursday 19th September.
- **Manchester:** 9:30am – 5pm on Saturday 14th September.
- **Liverpool:** 9:30am – 5pm Tuesday 17th September 9.30-5pm.

If you have any questions about the role, or your application, we'd be happy to have a chat! You can get in touch via project.leader@reachoutuk.org.

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.



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 for one project and an additional 4 for any more allocated after this. Each project includes 2 hours delivery time (at your allocated school) and the rest of these hours is used for admin/preparation.

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. You will be paid for 4 additional hours (2 hours of delivery, 2 hours of admin) for each additional assignment.

What time are the sessions and how long does a project last for?

The sessions run between Monday – Thursday. Sessions are 2 hours, and run between 3pm – 8pm, depending on the school. Projects typically last between 18 and 24 weeks. Project lengths may vary between schools.

When will I start?

Our projects have staggered start dates from October onwards, with the last projects starting no later than January. Your preferences and availability will be taken into account and discussed at the interview, however we can't guarantee a certain placement.

You will only be considered for a project assignment once you have completed all of your recruitment stages, online learning and administration tasks.

Once complete, candidates will be considered as 'ready to work'. Successful applications will also have the opportunity to take on sessional cover and volunteer recruitment opportunities throughout the year.

What are the locations of the schools you work with?

We work with schools across Manchester, Liverpool and London. Successful applicants will be asked for their preferences when it comes to the location they would like to work in. However, we do ask successful applicants be prepared to travel within the city region to get to their project assignment.



Frequently Asked Questions

What does a ReachOut session look like?

There are up to 16 young people in a ReachOut session. They will work with our volunteers over the course of the academic year. Our sessions are based around building our Character Strengths: Good Judgement, Self-Control, Staying Power and Fairness.

The group will work together as well as collaborating and working individually with their mentors. The sessions build academic and social confidence, as well as skills that can be used outside of the classroom – our mentors are integral in this process and provide personalised guidance to the young people they work with.

Each session is split into a mentoring hour and character hour – the character hour is designed to reward the young people for their participation and allows the Project Leader to be creative.

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

We work with young people from age 9 until 14 years old in our sessions.

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

Successful applicants, having completed induction and training, will be assigned a group. Each year, the schools and groups we work with might change.

We take into account the preferences and skills of Project Leaders when assigning projects, however, we will prioritise placing individuals where they can effectively contribute to fulfilling our contracts with our school partners.

What can I expect in terms of pay?

The hourly rate in London is £15 and the hourly rate in the North West is £13.30. You will be paid five hours for one project, and then 4 hours per project for any additional assignments you are allocated.

For example, you'll be paid 9 hours for 2 projects, and 13 hours for 3. This is because your planning and contact time with your Project Officer can be streamlined if you are allocated more than one project.



Frequently Asked Questions

Do I have to attend training after being successful?

All candidates will be required to attend the induction training and complete the e-learning. This is a compulsory part of our recruitment process and the standard to which this is completed forms part of our project allocation process.

There will be lunch provided at each in-person training as well as a certificate once your e-learnings are complete.

Do I have to pay for training?

No – ReachOut trainings are free of charge.

Who are the mentors on my project?

ReachOut's volunteer mentors come from a range of different backgrounds and have varying degrees of experience.

Some of our volunteer mentors have been involved with ReachOut for a number of years and so will have a good understanding of their role.

Many of our volunteer mentors will be brand new to ReachOut, and this may be their first time ever working with young people. It is really important that you spend time supporting them, while fostering that community environment that makes a ReachOut project so great!

How long is my fixed contract?

Our projects run throughout the academic year and finish at various points, with our last projects finishing in mid-June.

You'll receive more information about the times and dates of your particular assignments as they are allocated to you. Where possible we always try and allocate you a project that suits your availability best.



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Frequently Asked Questions

What does my full recruitment journey look like?

1. APPLICATION FORM

Complete the application form on our website so we have a good understanding of your experience working with young people.



2. INTERVIEW

If your application is successful, you will be invited to attend an interview at either our London or Manchester office.



3. DBS APPLICATION

If you are successful in the interview stage, we will ask you to complete a DBS application. The cost is covered by ReachOut.



4. REFERENCES

We must receive satisfactory references before we can offer you a job role.



5. NEW STARTER FORM

You will be asked to complete a New Starter Form which will register you onto ReachOut's payroll.



6. TRAINING

You will attend an in-person training as well as complete online e-learning modules in your own time.



7. PROJECT ASSIGNMENT

After receiving your preferences, you will be assigned your project and will meet your Project Officer who will support you throughout your ReachOut experience.

