



The Youth Endowment Fund

HR & Operations Officer

Reports to: Head of People and Race Equity

Salary: £32,000

Contract: 1-year fixed term (Maternity cover)

Location: Great Eastern Street, London

About the Youth Endowment Fund

We're here to prevent children from becoming involved in violence. We do this by finding out what works and building a movement to change things.

In recent years, violent crime involving children has increased. This is a tragedy. Every child is an important member of our community and society has a duty to protect them.

The Youth Endowment Fund (YEF) is a charity with a £200m endowment that exists to reverse this trend. We will achieve this by finding out what works to prevent youth violence and building a movement to put this knowledge into practice. We do this by funding, evaluating and then spreading the very best work on reducing youth violence across England and Wales.

Key responsibilities

Most fundamentally, your job is to be excellent at organising things, so that people working at the charity can make a massive difference to the young people we are here to serve. You are the person that everyone thinks, *"Thank goodness you're here to make everything work smoothly"*. To do this you'll be focused on some key areas:

HR administration

Help ensure that projects related to HR or supporting people are done brilliantly. This may require you getting stuck in with some administrative tasks or keeping track of who needs to do what by when.

- Helping to organise the annual appraisal of staff (setting up and collecting in forms and making sure everyone knows what's going on) so that everyone learns and develops.

- Making sure the online system we use for employee records is up to date, well organised and that someone technical fixes things if needed.
- Ensuring that the policies we have (on things like pay, holidays, being in the office etc). are easy for staff to find and that someone is prompted to remind staff about them regularly.
- Coming to know our staff policies inside out, so that staff can go to you to get a question answered.

General administration

Make sure some of most important meetings are incredibly effective. You'll do this by

- Organising those meetings (booking rooms, inviting people), taking great minutes, making sure we keep track of things we said we would do and saving the documents in the right place.
- Working really well with colleagues to organise documents and information for reports.
- Supporting people you work most closely with (the wider operations team) on some of the more important processes, including audits and document maintenance.

Recruitment

Help us recruit brilliant people by:

- Organising interviews, managing recruitment inboxes, scheduling interviews and keeping our records up-to-date and organised.
- Assisting in the first phase of CV reviews (spotting the great people).
- Once someone is selected, making sure they receive a contract with the right information in it.
- Ensuring new staff have the equipment and IT they need to start their jobs immediately and being the go-to person for their administrative questions.
- Onboarding new team members on our office and system.

Office Management

Ensure the physical and virtual spaces in which we work at YEF are well managed and set up for staff to be as productive as possible. This would include:

- Managing room bookings for meetings.
- Managing office supply needs.
- Ensuring we have the systems to make collaboration really easy. This means talking directly to the company that manages our IT and pointing out things that are going wrong or discussing how things can be done better.

About you

You're this sort of person:

- **You like getting things done:** You have a track record of making things happen. In previous jobs, you've held responsibility for ensuring projects are delivered on time. You're very reliable.
- **You love supporting great teams:** You don't know all the answers, but you enjoy helping colleagues find answers and solve problems so that the team can work brilliantly and efficiently.
- **You're brilliant at improving and organising things:** You like finding ways to make things operate better for everyone. You enjoy bringing order to what is going on. You're good at getting your head around how a process works and improving it.
- **You're able to juggle many diverse tasks at once:** You enjoy moving between different types of projects, whether that be supporting our HR team or sorting out an issue with our IT provider. You prefer a job that looks different every day. You don't get overwhelmed by a long to-do list and are able to effectively identify what's most important and how to balance different priorities.
- **You learn fast but remain humble.** You're quick at getting your head around things. It wouldn't faze you to have responsibility for organising things that are new to you as long as you have an expert to ask advice from. You like learning and developing. You know how much you don't know as well as what you do.
- **You don't want your days to pass without making a difference.** You want to play a significant part in a charity that's making a difference. You like the idea of doing a job that makes young people safer.

- ***You're committed to equality, diversity and inclusion.*** You believe and act in a way that celebrates and encourages a range of experiences, views and values.

While it's not a criteria, we're especially interested to hear from applicants who have lived experience of youth violence.

It's also important to us that the people we hire do not discriminate. We believe in being inclusive and giving everyone an equal chance to succeed. Applications are welcome from all regardless of age, sex, gender identity, disability, marriage or civil partnership, pregnancy and maternity, religion or belief, race, sexual orientation, transgender status or social economic background.

All appointments will be made on merit, following a fair and transparent process. In line with the Equality Act 2010, however, the organisation may employ positive action where candidates from underrepresented groups can demonstrate their ability to perform the role equally well.

Additional benefits include

£1,000 professional development budget annually, 28 days plus Bank Holidays, four half days for volunteering activities.

If you're interested

To apply, please send a CV and cover letter, and complete the monitoring form click on "[Apply for this](#)" button by **9:00am on Monday 12th February 2024.**

We will plan to host interviews the week of the 19th February 2024.

You'll be required to provide proof of your eligibility to work in the UK. As part of our commitment to flexible working we will consider a range of options for the successful applicant. All options can be discussed at the interview stage.

Your data

Your personal data will be shared for the purposes of the recruitment exercise. This includes our HR team, interviewers (who may include other partners in the project and independent advisors), relevant team managers and our IT service provider if access to the data is necessary for performance of their roles. We do

not share your data with other third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you. We do not transfer your data outside the European Economic Area.

The people we are looking for do not discriminate and we believe in being inclusive and giving everyone an equal chance to succeed. Applications are welcome from all regardless of age, sex, gender identity, disability, marriage or civil partnership, pregnancy and maternity, religion or belief, race, sexual orientation, transgender status or social economic background.