



## The Youth Endowment Fund Operations Officer

Reports to: Senior HR & Operations Manager  
Salary: £25,916 – £27,280  
Location: Central London

### About the Youth Endowment Fund

*We're here to prevent children and young people becoming involved in violence. We do this by finding out what works and building a movement to put this knowledge into practice.*

In recent years violent crime has risen significantly. Homicides, assaults, robberies and offences involving weapons have all seen sustained growth. We have also seen large increases in violent crime involving children and young people. This is a tragedy. Every child captured in these numbers 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 and a mission that matters. We exist to prevent children and young people becoming involved in violence. We do this by funding great initiatives, finding what works and working for change – scaling up and spreading the practices that make a difference.

### Key responsibilities

Most fundamentally, your job is to organise a variety of things excellently 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:

- Help us recruit brilliant people by:
  - Organising interviews, managing recruitment inboxes, scheduling interviews and keeping our records up-to-date and organised.
  - Supporting the development and scheduling of our staff induction programme so that everyone really understands what we're doing.
  - Supporting the coordination of our annual employee appraisal cycle so that everyone learns and develops.

- Ensuring our employee records are up-to-date and organised.
- Knowing our staff policies inside out so that staff can go right to you to get a question answered.
- Ensuring new staff have the equipment and IT set up they need to start their jobs immediately and being the go-to person for their administrative questions.
- Ensure the physical 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.
  - Ensuring our new, long-term office space is set up with all the equipment and tools our team will need to work effectively. We anticipate moving into this office in early 2022.
  - Managing office supply needs.
  - Scheduling and coordinating events, including large group meetings, training sessions and workshops.
- Make sure certain meetings are incredibly effective. You'll do this by organising the meetings, taking great minutes, making sure we keep track of things we said we would do and saving the documents in the right place. You'll do this especially for important meetings about keeping children and their data safe.
- Ensure we have the IT systems that make collaboration really easy. This will mean talking directly to the company that manages our IT and pointing out when things are going wrong or discussing how things could be done better. You'll also manage our shared user accounts such as Zoom and SurveyMonkey.
- 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.

### About you

#### **You're this sort of person:**

- ***You like getting things done:*** You've 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 is 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.

### **To apply**

To apply, please send a CV and cover letter, and complete the monitoring form via our [application page](#) by **23:59 Thursday 14<sup>th</sup> October 2021.**



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

- First round interviews will take place in the week commencing 25/10/2021
- Second round interviews will take place in the week commencing 01/11/2021  
**or** week commencing 08/11/2021

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.