



The Youth Endowment Fund Toolkit Lead

Reports to:	Head of Toolkit
Salary:	£46,028 - £48,450
Location:	Central London with Flexible Working
Application Deadline:	23:59 Wednesday 19 th January 2022

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.

About the Toolkit

[The YEF Toolkit](#) is our flagship resource to help people put evidence of what works to prevent serious violence into action. It summarises the best available research evidence about different approaches to preventing serious youth violence.

It provides insight on 17 different approaches, with more to be added in the future. For each approach it explains what it is, how effective it's likely to be, how

confident you can be in the evidence of its impact, as well as indicative costs and links to related resources and programmes.

You can find out more about the Toolkit [here](#).

Key responsibilities

Manage updates to the Toolkit

Your key responsibility is to manage updates to the YEF Toolkit. We aim to update the Toolkit twice a year. You'll project manage this process, which could involve adding new topics, updating existing topics or adding new functionality. Specifically, you'll:

- Maintain a highly effective working relationship with the academics who review the existing evidence for us. You'll work with them to scope new topics to include in the Toolkit and synthesise the best available systematic reviews.
- Review and assure the quality of research produced by the academics we work with. You'll support and challenge them to ensure their work is rigorous. You'll review all their work yourself and manage a peer review process to get challenge from other academics.
- Work with our web design agency that maintains the Toolkit website to ensure that content is clear and easy-to-understand.
- Review and write content for the Toolkit. You'll make it your mission to ensure that all the Toolkit's content is only ever easy-to-understand and written in plain English with incredible clarity.
- Ensure we get the input of external stakeholders on how you set the scope of Toolkit topics and the content that you produce. Stakeholders will include academic experts, policy makers and practitioners, and young people.

Explore future developments to the Toolkit

You'll explore new developments to the Toolkit so that it better meets the needs of YEF's audience. Specifically, you'll:

- Seek to understand the needs of the Toolkit audience. This is likely to involve a focused piece of audience research.
- Use this improved understanding of audience needs to design and propose improvements to the Toolkit methodology and functionality.

Promote the Toolkit and ensure that it has an impact

- You'll work with our Change team to ensure that the Toolkit has an impact on decision making in the real world.
- You'll represent us in meetings with policy makers and senior leaders.
- You'll become confident at presenting the Toolkit to external audiences, including practitioners, managers, commissioners and academics.

Support other work in the Toolkit and Synthesis Team

- You'll support other work in the team. This is likely to include:
 - Working with YEF evaluators to ensure that YEF evaluation reports are highly accessible and useful to practitioners.
 - Managing external research teams to conduct systematic reviews.
 - Supporting the creation of actionable guidance reports, similar to the [guidance](#) produced by the Education Endowment Foundation.

About you

You are this sort of person:

- **You write in a way that people easily understand.** You have that rare skill of writing in plain English. You have experience of translating complex research findings into plain writing that non-academics can understand.
- **You're a confident reader of research.** You have strong critical appraisal skills. You know when research can be trusted and when it can't, and you can confidently articulate your views on the strength of research. You might have gained this expertise through your academic studies, research, or professional experience.
- **You have excellent project and time management skills** and the ability to deliver high-quality work in a fast-paced environment. You can work independently and to a high standard.
- **You have strong relationship management skills.** You have experience in working with a wide range of people, including senior academics and other

research experts, practitioners, and policy makers. You are able to provide constructive challenge when required.

- **You have experience of commissioning research** and managing external contractors. You can scrutinise a budget to ensure it provides value for money.
- **You learn fast but remain humble.** You like learning. You are very good at synthesising information. You know how much you don't know. You know that you can learn more. You care more that good things happen than who gets the credit. You are a great and supportive team player.
- **You're fascinated and thoughtful on how people engage with information.** You have the cognitive intelligence, emotional intelligence and experience to find the ways to make present information so that people find it engaging, use it, recommend it to others and return to it.
- **You don't want your days to pass without making a difference.** You want to play a significant part in reducing the level of youth violence.
- **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.

You may have:

- **A good level of knowledge and understanding of crime or serious violence.** You know the facts, understand the issues, know the key people, and can discuss the theories. You are knowledgeable on this topic and very at ease discussing it with experts.
- **Experience of working directly on the prevention of violence or crime.** This might mean working directly with young people at risk of becoming involved in crime or working with organisations that fund or deliver crime-reduction programmes.
- **Confident public speaking skills.** You're an excellent verbal communicator. You have delivered dozens of talks on complex topics. You are calm and confident when answering challenging questions.

While it is not a criterion, we are 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.

We're open to candidates who reside outside of the London commuting area who are willing to travel into London on an as-needed basis.

To apply, please send a CV, cover letter and the monitoring form via our [application page](#) by 23:59 Wednesday 19th January 2022.

You should also include the contact details of two referees, one of whom must be your current or most recent employer. Referees will only be approached with your express permission. You will also 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 interview stage.

Interviews may take place the week commencing the 31st January 2022. The full process will be shared with shortlisted candidates.

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.