



The Youth Endowment Fund Toolkit Research Manager

Reports to: Head of Toolkit

Salary: £32,025–£33,710

Location: Central London with Flexible Working

Application deadline: 23:59 Wednesday 19th 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

Most fundamentally, your job is to support the Toolkit team in maintaining and updating the YEF Toolkit. To achieve this, you'll:

- Work with the Toolkit team to ensure that Toolkit content is well-produced and easy to understand.
- Build and maintain a highly effective working relationship with external stakeholders and partners, including academic researchers, design agencies and people working directly on preventing youth violence.
- 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.
- Seek to understand the needs of those who use the Toolkit, help identify where improvements could be made and whether what you are producing is understandable.

You'll also support other work in the evidence team. This is likely to include:

- Working with YEF evaluators to ensure that YEF evaluation reports are highly accessible and useful to practitioners.
- Supporting the commissioning of systematic reviews.
- Supporting the creation of actionable guidance reports, similar to the [guidance](#) produced by the Education Endowment Foundation.
- Ad hoc research to support the development of YEF strategy, inform responses to questions from external stakeholders, or inform YEF grant-making decisions.

About you

You're this sort of person:

- **You write in a way that people easily understand.** You have that rare skill of writing in plain English. You avoid jargon. If something is complicated, you are good at explaining it.
- **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 learn fast but remain humble.** You're very quick at getting your head around things. You like learning. You're very good at synthesising information. You know how much you don't know. You know that you can learn more. You know that it's easy to assume you know when you don't.
- **You're organised and efficient.** You can juggle competing priorities. You do your best to solve problems independently but will ask for support when you need it.
- **You're a great and supportive team player.** You can work effectively with a wide variety of different people and value different perspectives. You care more that good things happen than who gets the credit.
- **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.
- **Experience of working directly on the prevention of violence or crime.** This might mean working directly with young people at risk of getting caught up in crime or working with organisations that fund or deliver crime-reduction programmes.

While it's 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 are 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.