

## The Youth Endowment Fund

### Change and Events Project Officer

#### Full time

**Reports to:** Head of Change

**Salary:** £32,300

**Contract:** 2 years fixed term – potential to extend

**Location:** Central London, Hybrid\*

**Closing date for applications:** 9:00am, Friday 7<sup>th</sup> of June 2024

**Interview dates:** week commencing the 17<sup>th</sup> of June 2024

#### 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.

Our Change team does this by building excellent relationships and sharing evidence of what works with organisations and key individuals across the public, private, third sectors and local communities. We are looking for a dynamic, motivated, proactive and highly organised Change and Events Officer to join our Change team to help us fulfil our mission.

#### Key responsibilities

Most fundamentally, your job is to work as a member of our Change team to make sure we're excellent at running events and managing relationships with key stakeholders. You'll make sure the team is incredibly organised and has the support it needs to work effectively. Key responsibilities:

- **Event Organising.** Help to organise events, from small roundtables to large in person conferences. You will help make sure events run brilliantly, from booking venues to managing invites and organising materials.
- **External Relationship Management Support.** Provide support to the team in managing external relationships by scheduling meetings, organising workshops and developing materials.
- **Meeting Effectiveness.** Make sure certain meetings are 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.
- **Project Support.** Help ensure projects within the Change teams are done brilliantly. This may involve administrative tasks, tracking deadlines or leading projects as needed.
- **Query Management.** Monitor and respond to general queries by managing the team inbox.
- **Salesforce Reporting and Stakeholder Communication.** Lead on coordinating Salesforce reporting and effective communication outreach for key stakeholder groups.
- **Stakeholder Engagement and Change Activities.** Develop and support stakeholder engagement and Change activities, including monitoring and compiling feedback from surveys.
- **Team Scorecard Coordination.** Lead on co-ordinating the team scorecard, ensuring that the team is on track with targets.
- **Collaboration.** Work closely with other roles (including our Operations and Culture team) within YEF to ensure coordinated efforts and sharing of best practices.

## About you

### You are this sort of person:

- **You're incredibly organised:** You have an eye for detail and you're excellent at and enjoy designing a plan and seeing it through. You use your organisational skills to work across your team and keep everyone working together to achieve the same goals. You have a track record of making things happen on time. You like finding ways to make things operate better for everyone. It's a plus if you've used the Salesforce system, before but it's not a requirement.
- **You love organising external events:** You like helping to create experiences that leave people feeling energised, excited and ready to act, whether that's a well-run roundtable, an effective workshop or a remarkable conference.
- **You understand how people and organisations work:** You understand the nuance of how decisions get made and you understand how to find out who has decision-making power.

- **You win people over:** People tend to warm to you and respect you. You easily build good relationships with both very senior and very junior people. You are at ease talking to a senior civil servant or a 15-year-old.
- **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 able to juggle many diverse tasks at once:** You enjoy moving between different types of projects and prefer a job that looks a bit different every day. You can effectively identify what's most important and how to balance different priorities.
- **You learn fast but remain humble:** You quickly get your head around ideas. You have a track record that shows how quickly you think. 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 are proactive, but happy to ask for help when needed.
- **You don't want your days to pass without making a difference:** You want to play a significant part in a charity that is 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 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.

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.

**Hybrid working details**

The office is based in Central London. Those living in and around London are expected to be in the office a minimum of 2 days per week. If you live outside of

London and work remotely, you'll be expected to work from the London office 2 days per month.

### **If you're interested**

To apply, please send a CV and cover letter, and complete the monitoring form via our [application website](#) by **9:00am Friday the 7<sup>th</sup> of June 2024**.

Please ensure that your cover letter can answer, within a maximum of 1000 words, the following questions:

1. Please share why YEF's mission is motivating you to apply for this role.
2. Referring to the 'About You' section on the JD, give clear examples of:
  - How your experience shows that "You're incredibly organised and
  - How "you love organising external events".

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.

### **We plan to host interviews the week commencing the 17<sup>th</sup> of June 2024.**

This role is advertised as full time at 37.5hrs per week. 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.

You will also be required to provide proof of your eligibility to work in the UK.

### **Personal 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.