

Candidate Pack
Youth Projects
Co-ordinator

HELLO!

The Key is a North East charity committed to inspiring young people to believe in themselves, especially those living in deprivation and facing challenging personal circumstances. We want to create a world where all young people are inspired to believe in themselves and are empowered to achieve their full potential.

Our work is built upon four core beliefs that young people should be:

- Empowered to **use their voice** and be heard
- Trusted to lead and deliver **projects and activities** meaningful to them
- Supported to build the **skills and confidence** they need to thrive
- Inspired to become active citizens by exploring **enterprise or tackling social issues** in their community

Our core beliefs are supported by our organisational values of:

- **Collaboration:** We achieve more together than by acting alone
- **Focus:** We keep sight of the goal to achieve our mission
- **Growth:** We constantly strive to be the best we can be



About us

WHAT WE DO

The Key began life over thirty years ago when a determined group of North East young people, youth workers and academics developed a model to engage and support young people to build skills. Over time, the model evolved into a programme to provide young people with an opportunity that empowers them to have voice and agency as they choose and lead their own activities. Today, we call our trusted development programme, the KEY+ Challenge, and its used daily by almost 100 partners throughout the North East.

THE KEY+ CHALLENGE

The KEY+ Challenge, brings young people together in small groups and with the support of a KEY+ Facilitator (trained deliverer), they're set the challenge to:

1. **Think** of a project or activity
2. **Plan** what is needed for that project, including a budget
3. **Pitch** their project to a panel of volunteers
4. **Do** their project if given the go ahead by the panel
5. **Review** and reflect on their project, learning, and development.

Young people complete this process up to three times, each time planning more progressively challenging projects with greater personal development. Delivering their first KEY+ project is a great achievement for young people, delivering their second stretches young people further and enhances their skills and at Stage 3, they explore enterprise or social action with their project, providing a way to take action and contribute to their communities.




Why us

Why work for The Key

We are a relatively small organisation with big ambitions, operating on an increasingly larger stage. We are looking forward to a bright future as we work collaboratively to achieve our long-term vision.

The Youth Project Co-ordinator role is a unique opportunity for you to make a real difference at an exciting time in The Key's long standing history. The Key is a small, but ambitious values led organisation with a budget for development.

You will get to experience the difference our support makes to young people each and every day and to witness (and be part of) the inspiring stories of their ideas, development and progression. That is the fuel that drives and motivates us to achieve more. Here's just a flavour of the things we hear from young people...



" I really did feel empowered and it changed the way I thought. It left me thinking nothing was beyond my reach. "

CRAIG



" The Key meant I am capable of being independent and I've got capacity of doing my own unique things and being successful. "

MAHNOOR



" The Key helped me no longer feel alone. It helped me feel part of a team and I am so much more confident now. "

MATT

Five reasons to choose The Key

1. An opportunity to inspire belief in young people through the KEY+ Challenge.
2. Work alongside a fantastically skilled and dedicated team and Board of Trustees, who promise to challenge, empower and support you.
3. A unique chance to play a significant and developmental role in an exciting period for a long-serving North East youth charity.
4. Great professional development and profile-raising opportunities.
5. Excellent team spirit with a cracking selection of cake and biscuits.

The Role

Job Description: Youth Projects Co-ordinator

Purpose of the Role: The core of your job is to achieve maximum impact for young people by delivering KEY+ programmes. You will encourage and support young people to volunteer and take part in social action projects in their communities and help us to recruit and train volunteers in various roles to support The Key's work, including being part of KEY+ panels.

Salary: £26,000 per annum

Hours per week: Full-time (34 hours)

Reports to: Head of Operations

Main Responsibilities:

The KEY+ Challenge

- Implement the KEY+ Challenge by leading, supporting and attending KEY+ delivery sessions with young people across the NE.
- Facilitate the smooth operational running of the KEY+ activity by assisting groups through the process using the digital platform.
- Continually improve the KEY+ Challenge and digital services to support KEY+ delivery.
- Recruit, train and support user organisations. Supporting them to use the KEY+ Challenge to enhance their youth work, enable young people to develop their ideas and to run activities.
- Regularly keep in touch with user organisations to encourage a sense of community amongst Key members and to share experiences, learning and ideas.
- Monitor and evaluate the use and trends on The Key's digital platform, gathering and interpreting data, making recommendations for improvement, trouble shooting, and ensuring user safety and appropriate use.
- Collect and interpret qualitative and quantitative data providing timely reports to SMT, the Board and funders, as required.
- Recognise young people's achievements by celebrating their successes and helping them tell their stories.

Social Action and Youth Voice

- Develop and deliver The Key's Youth Voice and Engagement strategy. You will work with young people and partners to involve them in The Key's leadership, governance and development. This may be through activities such as campaigns, co-production, peer learning and activism.
- Encourage and support young people to take part in community based social action, by volunteering with their organisation or in other community settings, as part of their KEY+ Challenge journey or through other projects.
- Share learning and best practice by linking in with youth social action movements such as #iwill.

The Role

Job Description: Youth Projects Co-ordinator

Main Responsibilities:

Volunteer development

- Recruit, train and support of KEY+ volunteers, adults and young people, to be panel members.
- Regularly keep in touch with our volunteers to actively encourage a sense of community and to optimise their experience with us.

General

- Uphold safeguarding procedures and practices to ensure that The Key protects children and young people from harm in all aspects of our work.
- Uphold data protection and information sharing policies and procedures to ensure that The Key safeguards the data of all our users.
- Develop and deliver events and activities that promote The Key in a wide range of community settings.
- Cover absence and support the work of the Operational Team, as required.

About you

- **You've worked in a sector that meant working with and supporting young people** from a range of backgrounds. You will be motivated and enthusiastic to lead sessions in a way that encourages young people to take part.
- **You'll have an ability to actively engage and recruit diverse young people**, recognising the value of the lived experience of every individual.
- You have **experience of developing ways to increase young people's participation** and of supporting young people to take action and be involved in decision making processes.
- You have a professional JNC Youth & Community **qualification or** a relevant Level 5 Qualification or equivalent or substantial **experience** in a relevant field of work.
- You'll have **experience of project planning, management and delivery**, including setting and monitoring of progress towards output and outcome targets.
- You're **comfortable working with office software** such as Microsoft 365 or Google applications to deliver your workload.
- You'll have **strong interpersonal, written, speaking and listening skills**.
- You can **build relationships with people** from a variety of backgrounds and abilities.
- You have **excellent organisational skills and ability to work under pressure** to meet deadlines.

If you have life experience or grew up in a way that helps you to understand young people and the many barriers they can face, then this counts for a lot and we would really like to hear from you.

The Role

Job Description: Youth Projects Co-ordinator

You may have – but they are not essential:

- Knowledge of the youth sector and the different organisations and structures in the North East.
- Experience of recruiting, training and managing volunteers.
- Confidence using social media to share key messages and to promote your work.
- Experience of preparing, delivering and evaluating training sessions.
- Experience of organising, planning and delivering events.
- Ability to manage IT platforms and contributing to continuous improvement.
- Access to transport and ability to travel throughout the region.

Working Circumstances

- You have a willingness to travel throughout the region to meet job requirements.
- You're prepared to work flexibly to meet the needs and priorities of The Key - including some evenings, and weekends
- You operate within The Key's policies and procedures and comply with statutory requirements

Additional benefits

Significant professional development budget annually, a staff wellbeing offer, 27 days annual leave entitlement plus Bank Holidays and your birthday off!

Hybrid working details

The Key currently adopts a '3 and 2' model. We ask employees to work in our Newcastle City Centre base for three days and then provide flexibility for where they work the other two. We keep this under review to balance providing a great service, building a healthy team with the spirit of a shared mission, and providing staff with flexibility.



How to Apply

To apply, please click here to complete and submit a brief online application form.

The application form will ask you to provide some basic personal details as well as brief employment history and qualifications and a statement on why you would be suited to the role.

The deadline to submit your CV and covering letter is on **Sunday 8th October 2023** at 11.59pm.

Interviews will be held on **Monday 16th October 2023**.

If you have any questions or require any support with submitting your application then please do not hesitate to get in touch by emailing theteam@thekeyuk.org or by calling 0191 731 7830.

