Assistant Director of the Young Leaders Award

Job Description

January 2020

THE ARCHBISHOP OF YORK
YOUTH TRUST
Be the change you want to see

ALLCHURCHES TRUST LIMITED
OWNERS OF ECCLESIASTICAL INSURANCE GROUP
Introduction

Thank you for your interest in the post of Assistant Director of the Young Leaders Award at the Archbishop of York Youth Trust (ABYYT). This new role is pivotal to ensuring the continued delivery, expansion and diversification of our core-business: delivering a leadership and character education programme for children and young people in Primary and Secondary schools across the nation—the Young Leaders Award (YLA). The impact and effectiveness of the YLA schemes (KS1-4+) has been evidenced by independent research, conducted by the University of Gloucestershire in 2017.

To date, the geographical focus of our work has been within the North of England and since the birth of the charity in 2008, over 94,000 children and young people, in over 800 schools, have participated in the YLA. However, due to recently establishing a long-term partnership with Allchurches Trust, including the procurement of a grant of over half-a-million pounds, we are in the middle an exciting national expansion project. The expansion initiative includes both growing our staff team and relocating into newly designed and refurbished offices within the beautiful and historic grounds of Bishopthorpe Palace, on the outskirts of York.

This is an immensely exciting and challenging time for the Trust and we seek an individual who is both passionate about impacting the lives of children and young people and capable of grasping the challenge. Working in a small, friendly and dedicated team, the successful candidate will provide strategic leadership support to the Director of the Young Leaders Award to enable the delivery and growth of the YLA across England. A major and exciting part of the role during the first year of employment, will be to lead the onboarding, induction, training and line management of a new team of Regional School Workers within the southern region, including London.

This is a fantastic opportunity to join the Trust at an exciting and critical time. The successful applicant will be a key part of the team that will shape the future of the Archbishop’s charity, as we grow in our effectiveness and impact as a national initiative. We believe that young people have the potential to change our world for the better and we seek to raise a generation of young people empowered to transform society.

Dr Nick J. Watson, Chief Operating Officer, ABYYT

www.abyyt.com

Charity registration number: 1129075
JOB DESCRIPTION

Assistant Director of the Young Leaders Award

Ref: ABYYT2001 (please cite in all correspondence)

Job Profile

This is a full-time post working within the Young Leaders Award (YLA) team. The post-holder will play a key part in supporting the Director of the YLA with the strategic leadership of the YLA Portfolio, working to maximise the growth, sustainability and performance of the Young Leaders Awards. This includes the promotion and marketing of the YLA at both Primary and Secondary level across the country; line management, training and support of a new team of Regional Schools Workers to be based in the south, and; visits, training and support of new and active schools in the north. The post will involve some travel and during the first year of employment, this will predominately be to the southern region, including London.

The key aspects of the role are:

- Title: Assistant Director of the Young Leaders Award
- Annual Salary: £32,000
- Contract: Permanent and Full-Time (35 Hours per week)
- Location: Bishopthorpe Palace, York
- Reporting to: Director of the Young Leaders Award
- Responsible for: undertaking those tasks outlined within the list of Main Duties and Responsibilities shown below.

Main Duties and Responsibilities

In collaboration with the Director of the Young Leaders Award (YLA), the Primary Strategic Lead and the Young Leaders Award team, you will be expected to:

1. Assist the Director of the YLA and Primary Strategic Lead in implementing the YLA strategy and achieving Work Programme goals in the YLA Team to ensure the YLA grows and adheres to the Trust’s wider vision.
2. Promote, develop and retain interest in all levels of the YLA (KS1,2,3,4/+16) through working closely with schools, diocese teams and other key providers and partners.
3. Provide visible and confident leadership to our staff, schools, partners and sponsors, speaking at both internal and external events.
4. Conduct school visits, training and support for all YLA programmes in the North and in the Midlands and South when required.
5. Assist the Director of the YLA with the monitoring, tracking and reviewing of the YLA’s effectiveness, including the evidence collection process and retention levels across the Awards.
6. Lead the induction programme, training, ongoing support and line management of a YLA regional team in the southern region, including London.
7. Assist the Director of the YLA in the creation, coordination and implementation of the YLA marketing strategy across the regions, taking responsibility for generating a new marketing programme of events and activities for the southern region.
8. Oversee funding opportunities and projects from the Director of Fundraising that require YLA team involvement and coordinate funding partnerships and the renewal of Memorandums of Understanding with dioceses, when required.
9. Embed the Youth Trust’s Vision, Mission and Values into all managerial systems and processes.

Specific Tasks (Leadership and Management)

YLA Strategy

- Support the Director of the YLA and the Primary Strategic Lead, to deliver and implement an ambitious national strategy that sustains the Trust’s plans for growth across new and current regions in both Primary and Secondary schools.
- Collaborate with the Director of the YLA on the YLA marketing strategy and its implementation across the three regions in which we operate: North, Midlands and South.
- Lead and develop a marketing strategy for the South collaborating with key partners in that region.
- Establish a YLA conference and event structure in the South to provide marketing opportunities.

Monitoring

- Support the Director of the YLA in the monitoring and tracking of new schools; the school support process, and; retention of schools. Evaluate the half-termly data and reports created for each Award and region and use this information to generate potential strategies that will support the YLA team to achieve its goals.
- Support the Director of the YLA in budgeting and forecasting YLA income, expenditure and retention figures.
Line Management

- Provide effective leadership and line-management of the southern Regional Schools Workers, including delivery of a successful induction programme, day-to-day management support, monthly supervisions and annual performance appraisals.
- Work with the Director of the YLA to provide effective leadership in support of all Regional Schools Workers and administrative team members in delivering the YLA strategy and responding to day-to-day school queries and YLA programme issues.
- Ensure that all staff in the YLA team comply with organisation wide accountability policies (e.g., GDPR, Safeguarding) frameworks, systems and direction.
- Identify areas for staff development and training needs, supporting the Director of the YLA in leading YLA Core Team briefings and developing content for YLA team meetings and training sessions.

Funding

- Have oversight of all the YLA funding partnership agreements nationally, supporting the Administrative Lead in successful implementation and monitoring of these.
- Collaborate with the Director of Fundraising on YLA team involvement in fundraising events and funding projects.
- Contribute to and maintain a healthy financial situation for the Award through new and existing sales.

Marketing and Communication

- Support the Director of the YLA to maximise the YLA’s marketing influence identifying new strategies and opportunities for growing the Awards’ reach.
- Keep up to date with the latest educational trends and research on leadership, character, social action and young people to inform YLA messaging and marketing resources.
- Promote the Youth Trust and the YLA (across Primary and secondary schools) amongst relevant education conferences including organising Youth Trust Conferences across the regions.
- Work with the Communications team to provide regular updates, good news stories and summative statistics about the YLA to use and disseminate as part of our Communications and marketing strategy.

School Support

- Be a key point of contact for school enquiries and support via phone and email.
• Provide training within schools for teachers delivering the YLA Programmes.
• Deliver launch assemblies for pupils in schools.
• Attend school social action projects and Award Ceremonies to build on school relationships.

**Person Specification**

**Qualifications and Experience**

• Educated to at least degree level or equivalent.
• Experience of working with schools or elsewhere in the education sector.
• Experience of line management and strategic leadership of a team.
• Understanding of the school education system with a focus on RE, Citizenship, Character education and PSHE curriculum areas.
• Understanding of broader whole school curriculum and inspection measures including Ofsted’s SMSC framework and the Church of England’s SIAMS schedule.
• Competent IT skills, including use of Microsoft Office.
• Full driving licence.

**Personal Characteristics**

• Commitment to the Christian founding aims, values and purpose of the Trust.
• A passion to make a difference to the lives of children and young people.
• A self-starter, highly motivated and able to work well independently as well as part of a wider team.
• Strong, effective and compassionate leadership skills and attributes.
• Strong team player with a good level of emotional intelligence.
• Resilient and able to work under pressure, multi-task and meet deadlines.
• Appreciation of the importance of a healthy work-life balance and maintaining the well-being of themselves and the staff team.
• Flexible and adaptable approach to working hours.

**Communication and Soft Skills**

• Excellent interpersonal and communication skills, both written and oral, with the ability to engage and work with people in different contexts, and in teams, confidently and professionally.
• Strong presentation skills: confident in addressing educational leaders, Head teachers and classroom teachers.
• Ability to address Primary and Secondary school age pupils, inspiring them to be agents of change in their communities.
• Excellent networking and negotiation skills.
• High degree of integrity, tact and diplomacy.
• Excellent attention to detail and accuracy.
• Excellent organisational and time-management skills.
Main Benefits, Terms and Conditions

Annual Salary: £32,000

Hours: 35 hours per week

Parking: all staff can park on site and secure cycle-parking is available

Annual Leave: 25 days holiday per annum, plus bank holidays and three additional days granted by the National Church Institutions of the Church of England

Pension: upon commencement of employment, you will automatically be enrolled onto the Trust’s pension scheme. During each year of employment, the Trust will match your contributions to the scheme, up to 5% of your annual earnings. You may opt out of the Trust scheme if you wish. However, you would not receive any pension contributions from the Trust.

Sick Leave: your full salary (inclusive of any Statutory Sick Pay [SSP] due) for the first two weeks of any such absence within any 52 cumulative week period; and SSP thereafter

Probation Period: 3 months

Notice Period: 1 month

Start Date: 20th April 2020

Location

The Youth Trust office is within the grounds of Bishopthorpe Palace, York and the post-holder will have a desk at this location.

General Conditions

Diversity

We understand the benefits of employing individuals from a range of backgrounds with diverse experiences and talents. We aim to create a workforce that:

- Values differences in others and respects the dignity and worth of individuals.
- Reflects the diversity of the nation that the Youth Trust exists to serve.
- Fosters a climate of creativity and diversity that will help all staff to develop their full potential.
We are committed to being an equal opportunities employer and ensuring that all employees, job applicants, customers and other persons with whom we deal are treated fairly and are not subjected to discrimination. We want to ensure that we not only observe the relevant legislation but also do whatever is necessary to provide genuine equality of opportunity. We expect all our employees to be treated, and to treat others, with respect. Our aim is to provide a working environment free from harassment, intimidation and discrimination in any form that may affect the dignity of the individual.

Standards of Behaviour and Conduct

Staff working at Bishopthorpe Palace are expected to act with due consideration for others and in a professional and collaborative manner befitting their position as employees working within the offices of the Archbishop of York.

Health and Safety Responsibilities

The Archbishop of York Youth Trust and the Office of the Archbishop of York take health and safety at work seriously and require their staff to familiarise themselves with and follow their policies.

Confidentiality

Staff must not pass to unauthorised persons any information (in verbal, electronic or hard copy form) obtained in the course of their duties at the Trust, without the permission of their line manager or a member of the Senior Leadership Team.

References and the Disclosure and Barring Service

This post is subject to satisfactory references and an enhanced level DBS check.

How to Apply

Application Submission Procedure and Timings

To apply in confidence for the post of Assistant Director of the Young Leaders Award at the Archbishop of York Youth Trust, please complete the following three forms (one of which is not compulsory) which are available on the Trust’s website (see [www.abyyt.com/vacancies](http://www.abyyt.com/vacancies)) and submit via email to Louise Amende: [louise.amende@abyyt.com](mailto:louise.amende@abyyt.com)

(i) Application Form
(ii) Full Curriculum Vitae, and
(iii) Equal Opportunities Monitoring Form (not compulsory).
Please ensure that you have included your mobile, work and home telephone numbers within the Application Form/CV. And, identify if you have any issues surrounding your availability for the timetabled interview day.

The deadline for receipt of applications is 9.00am on Friday 21st February 2020.

The interviews will be conducted on Monday 2nd March 2020.

Referees

You should provide the name, position, affiliation and full contact details, including email addresses and telephone contact numbers, of two referees relevant to this role—one being your most recent line-manager. References will only be taken once your express permission has been granted. We would also be grateful if you could let us know if you require any special provision as a result of any disability, should you be called for interview.

Data Protection

In submitting the forms that constitute your application, you will be giving your consent to the Archbishop of York Youth Trust to store and use information you provide in accordance with the provisions of the Data Protection Act 2018 and the Trust’s Data Protection Policy. For more information on this please see our Privacy Notice included in the application pack. If you are not appointed, your application will be destroyed 6 months after the position for which you have applied has been filled.

www.abyyt.com

Charity registration number: 1129075

END OF DOCUMENT