

It's time to grow our team

Come and join us!

Junior/Trainee Associate - Associate

Full time and/or part time role(s), £24-34k FTE depending on experience

We're looking for up to two experienced and energetic researchers and/or educationalists with a passion for the education/youth sector and a commitment to improving young people's lives.

We are open to recruiting individuals with varying levels of experience and will match the role to the right candidate.

Stuff about us...

The Centre for Education and Youth (CfEY) is a 'think and action-tank'. We believe society should ensure all children and young people receive the support they need to make a fulfilling transition to adulthood.

We provide the evidence and support policy makers and practitioners need to support young people.

We use our timely and rigorous research to get under the skin of issues affecting young people in order to shape the public debate, advise the sector and campaign on topical issues. We have a particular interest in issues affecting marginalised young people.

We research, write and publish in order to influence policy makers, those working in the sector and the public as a whole.

Our approach is special because...

1. We **link together** three realms that influence children and young people's lives (schools, youth organisations and policy).
2. We are '**constructively critical**'. We avoid unhelpful cynicism, focus on how things could be better and are analytical and intellectually rigorous. We always seek ways of helping people to take action based on evidence and experience.
3. We look **underneath the surface**, speaking to young people and practitioners in order to grapple with complexity and understand what's really going on.
4. We do not rely on a set catalogue of solutions. Different approaches and strategies are appropriate in different situations and settings. It is our job to have the **emotional and intellectual competence** to identify what will work where.
5. There is almost always **a simple way of doing things**. Our job is to find it. We steer clear of time-consuming and gimmicky ways of doing things.
6. We are **a social enterprise**. We are guided in everything we do by our view of society's responsibility and have two objectives which are mutually reinforcing: income generation and social impact. The more social impact we have, the easier it will be to generate income. The more income we generate, the more social impact we can have.
7. We are **maverick and personable**. We interact in a friendly and informal manner. Professionalism is not about pretension.

The LKMco Raison d'être

The following table sets out what we do and why

<p>Society should ensure that all children and young people receive the support they need in order to make a fulfilling transition to adulthood</p>	<ul style="list-style-type: none"> • argue the case, present evidence and share examples of success • highlight the consequences of not acting 	<ul style="list-style-type: none"> • believe that it is possible for society to better support children and young people • believe that we urgently need to create a society which ensures all children and young people make a fulfilling transition to adulthood 	Inspired
	<ul style="list-style-type: none"> • research and communicate high quality and up-to-date insights into the sector • show people what a society that supported young people effectively might look like 	<ul style="list-style-type: none"> • understand how society effects young people • develop critical and informed opinions about what society would need to do in order to help young people make a fulfilling transition to adulthood 	Informed
	<ul style="list-style-type: none"> • broker partnerships and relationships • support and act as a critical friend to organisations that want to maximise their impact 	<ul style="list-style-type: none"> • collaborate and make the most of different organisations' and professionals' strengths • are equipped to help ensure all children and young people make a fulfilling transition to adulthood (for example they have skills, tools, plans and evidence they need) 	Enabled

Stuff about you...

Essential	
Personality	<ul style="list-style-type: none"> - You are 100% committed to and passionate about improving children and young people's life chances. - You live and breathe our raison d'être and are determined to build CfEY's success. - You build rapport quickly and are energetic and enterprising. Seeing a problem invariably leads you to spot a solution. - You are comfortable mixing the social and the professional. - You take a collaborative approach (but might be a wee bit competitive too). - You are keen to take on new challenges and have ideas which you follow through independently. - You are keen to embrace the challenge of working in an organisation that needs to generate its own income.
Knowledge	<ul style="list-style-type: none"> - You are up to date with current policy and trends in the education and youth sector as well as theory and literature relating to social policy and inequality. - You have some/a good understanding of quantitative and systematic qualitative research methods and statistics and are keen to add to your repertoire. - You have some experience using research related software.
Skills and competencies	<ul style="list-style-type: none"> - You write extremely well. You adapt your style to suit different genres including media (traditional and social), blogs, academic and policy reports. - You are at home making presentations and speaking to unfamiliar audiences. - You work flexibly and efficiently. You can work from different places and manage your time creatively, balancing periods of intense work with quieter periods. You are self-motivated and don't need to be told what to do. - You can think strategically to plan how organisations can meet their goals. - You are pragmatic and creative in balancing the need for practicality and rigour in research.
Experience	<ul style="list-style-type: none"> - You have direct experience working with young people.
Desirable	
<ul style="list-style-type: none"> - You are a qualified teacher or youth worker. - You have worked with the media (e.g. writing press releases, developing social media, comms campaigns etc). - You have experience of making or influencing policy e.g. with a think-tank, charity or government. - You have an understanding of impact measurement and theory of change. - You have carried out rigorous research, ideally leading to publication. 	
Beneficial	
<ul style="list-style-type: none"> - You hold a Masters or PhD (preferably ESRC accredited). - You have project/client management experience. 	

Stuff about the job...

You will work closely with the rest of our team, contributing to the delivery of research, policy and organisational development projects. This will involve research on education and youth policy and practice, authoring high profile reports and carrying out impact measurement of education and youth programs.

You will build and develop relationships across the sector and help us to communicate insights from research and evidence in order to shape practitioners' and policy makers' thinking so that they can support young people better.

This will involve:

- Lots of writing: blogs, articles and reports both about our own research and that of others.
- Using a range of media to promote and disseminate our work.
- Marshalling a range of sources quickly and synthesising them clearly.
- Gathering and analysing qualitative and quantitative data.
- Producing reports and publications with evidenced recommendations.
- Keeping up to date with and critiquing new publications and announcements.
- Attending events and meetings with key individuals in the sector.
- Building relationships and coming up with ideas that help us secure future projects and funding.

All team members contribute to a range of projects but in addition, you will join one of our three 'strands' (either research, policy or engagement) and play a particular role in delivering our work in this area. We are happy to discuss the best 'home' for you depending on your interests and expertise but we are currently particularly looking for individuals to support our policy and engagement work.

We will expect you to:

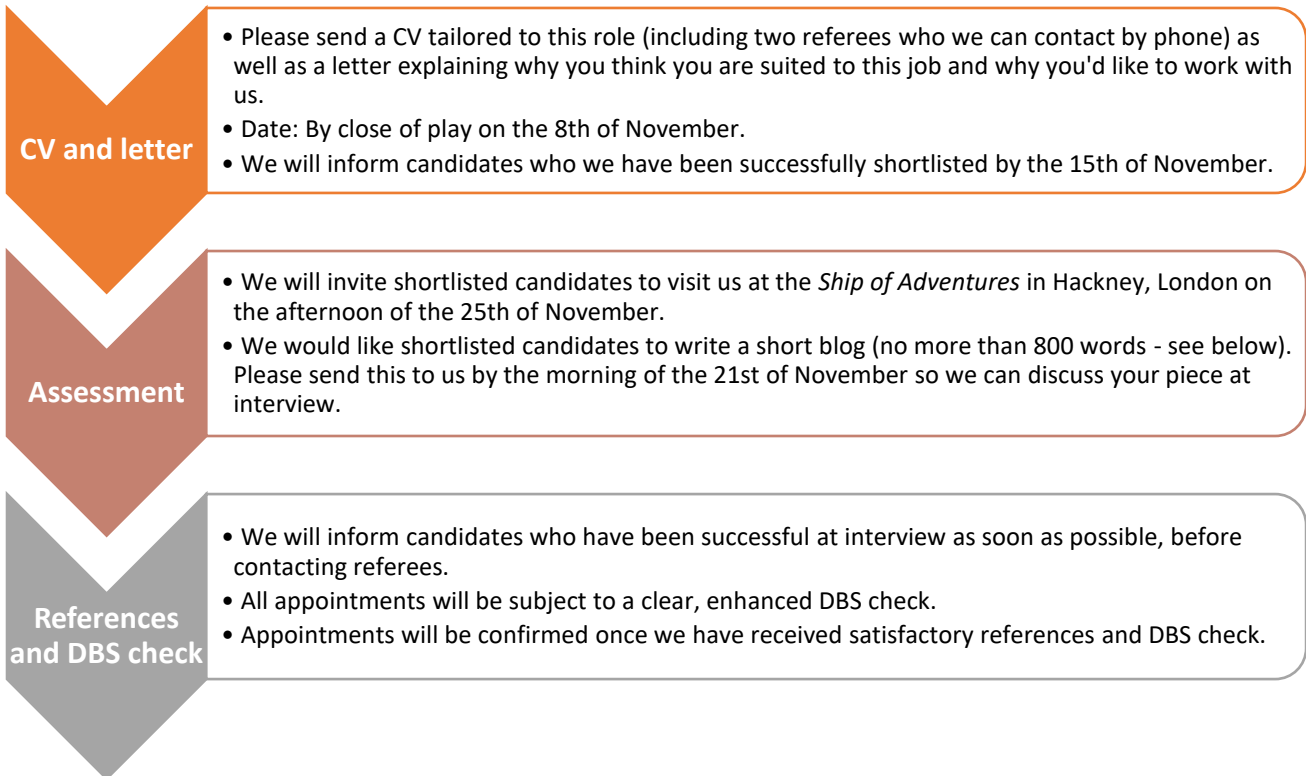
- Further our *raison d'être*.
- Work with us in an enjoyable and productive way, challenging and supporting the rest of the team and making working together fun.
- Work fast but flexibly, managing your own time and producing high quality work.
- Have close, positive and friendly relationships with our clients and network by building rapport and understanding and responding to their needs.
- Create a niche for yourself so that your role expands. This means developing your own interests/ideas/specialisms and using these to further our social impact goals and generate income.
- Be part of our team by embracing our ethos, contributing to meetings, mucking in and having fun.

The nitty-gritty:

- Our office is located in Hackney, London and the team gathers there on Mondays. The rest of the time you can decide when to come to the office, and when to work from home, although there will often be specific events and meetings to attend and these have an annoying habit of being concentrated in London.
- You will be paid £ 24k-34k (pro-rata). The exact salary will be agreed depending on your previous experience. We offer an employer contribution pension (following a three month probation period) and 33 days holiday (including bank holidays).
- We will want to speak to at least two references and you will need to undergo an enhanced DBS check.
- Ideally we would like someone who can start in January 2020, but please talk to us about when you might be able to start.

The Process

- We're aiming to recruit someone quickly for this role. Hence the tight timeline.
- In order to maximise equal opportunities and minimise the risk of bias, we are asking candidates **NOT to include their name** in their CV and covering letter. Please send your application to gemma@cfey.org and she will give your application documents a pseudonym before handing them on to the shortlisting team.



The blog

The idea for the blog is that it will give us a chance to see what your writing is like and how you communicate well-evidenced arguments. You can see lots of examples of our blogs on our website.

The idea is to make points clearly and persuasively but in a measured and well-reasoned way. Try and focus on one main point and keep things brief (~800 words) and informal but authoritative. If you'd like to use data and statistics including some of your own analysis that'd be great!

It may not seem like a long time to put this together but the point of blogs is to respond quickly and immediately to something and to give a perspective that helps prompt people to think differently. You are also welcome to start thinking about what you'd like to write about now, and can write it whenever suits you.

Examples of topics for a blog might include a recent report or publication, a policy announcement or an issue which you think gets to the heart of how we can better support children and young people.

We are very happy to answer questions so just send any queries to loic@lkmco.org.

Handy tips

- The most commonly made mistake when people apply is not to demonstrate their detailed understanding of what we do as an organisation.
- The best applicants tend to be those who show clearly why they care about what we do and how they will help us to do it better.
- Make sure you use the spec in “stuff about you” to make it clear how you will meet the criteria we have set out.