

Come and join our team!

Associate / Junior Associate – Policy Strand

Full time role (though we're open to part time options), £27-34k FTE depending on experience

We are looking for a new recruit to join our team.

We want to hear from people who have a passion for the education/youth sector and a commitment to improving young people's lives.

We are particularly interested in recruiting someone who has previously worked in a role involving policy or public affairs, and who combines this with a desire to work on a range of projects that support organisations in the education and youth sector.

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 **bridge different realms** – whether schools and the wider youth sector or policy, practice and academia.
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 pragmatic ways of helping people take action grounded in 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 as well as being committed to delivering high quality projects for our clients. Income generation and social impact are mutually reinforcing for us.

7. We are **maverick and personable**. We interact in a friendly and informal manner. Professionalism is not about pretension.

8. We are committed to **social justice** and are acutely aware of the interaction between power imbalances and inequality. Our work exists to ensure society provides the support all children and young people need in order to make a fulfilling transition to adulthood.

The following table sets out what we do and why:

Vision We believe that...	Activity We therefore...	Outcome So that education and youth professionals & general public...	Long term goal As a result people are...
Society should ensure that all children and young people receive the support they need in order to make a fulfilling transition to adulthood	<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...

We get that life is complicated and if you've taken an unusual, less travelled path to get to where you are now then do get in touch. We're keen to hear from you whether or not you have a university degree and years' of experience etc.

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 mission and approach. You are determined to build CfEY's success. - You are pragmatic and creative in balancing the need for practicality and rigour in research and policy - 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 but ambitious and driven approach. - 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 generates its income by delivering work that meets clients' needs.
Knowledge	<ul style="list-style-type: none"> • You have a well-developed understanding of how England's political system functions and the workings of government policy, as well as the factors that influence it. • You know a range of ways of influencing decision-makers in different organisations • You are familiar with our previous published work.
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 comfortable 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.
Experience	<ul style="list-style-type: none"> - You have worked on projects designed to inform or shape policy for example as part of a campaign, think-tank, charity or government. - You have direct experience working with young people.
Desirable	
<ul style="list-style-type: none"> - You have a detailed understanding of how England's education system work and are well informed about policies and trends in the sector. - You have worked with the media (e.g. writing press releases, developing social media, communication campaigns etc). - You are a qualified teacher or youth worker. 	

- You have an understanding of impact measurement and theory of change.
- You have conducted independent research and have experience of quantitative and systematic-qualitative research methods.

Beneficial

- 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 for our clients.

This will involve:

- Lots of writing: blogs, articles and reports both about our own research and that of others.
- Carrying out impact measurement and supporting organisational development for our wide range of clients.
- Gathering and analysing qualitative and quantitative data.
- Getting up to speed with a range of sources quickly and synthesising them clearly.
- Building out networks and communicating with key contacts.
- Using a range of media to promote and disseminate our work.
- 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.

In addition, you will join our 'Policy Strand.' As part of this you will have particular responsibility for championing our impact on education and youth policy.

This will involve:

- Helping the team to keep abreast of policy developments in the sector.
- Keeping up to date with and critiquing new publications and announcements.
- Articulating our recommendations for how education and youth policy could be improved to a wide audience
- Help identify organisations, campaigns or individuals to collaborate with and amplify their calls to change education and youth policy
- Developing new and improved ways of ensuring our work informs government agendas and decisions.

We will expect you to:

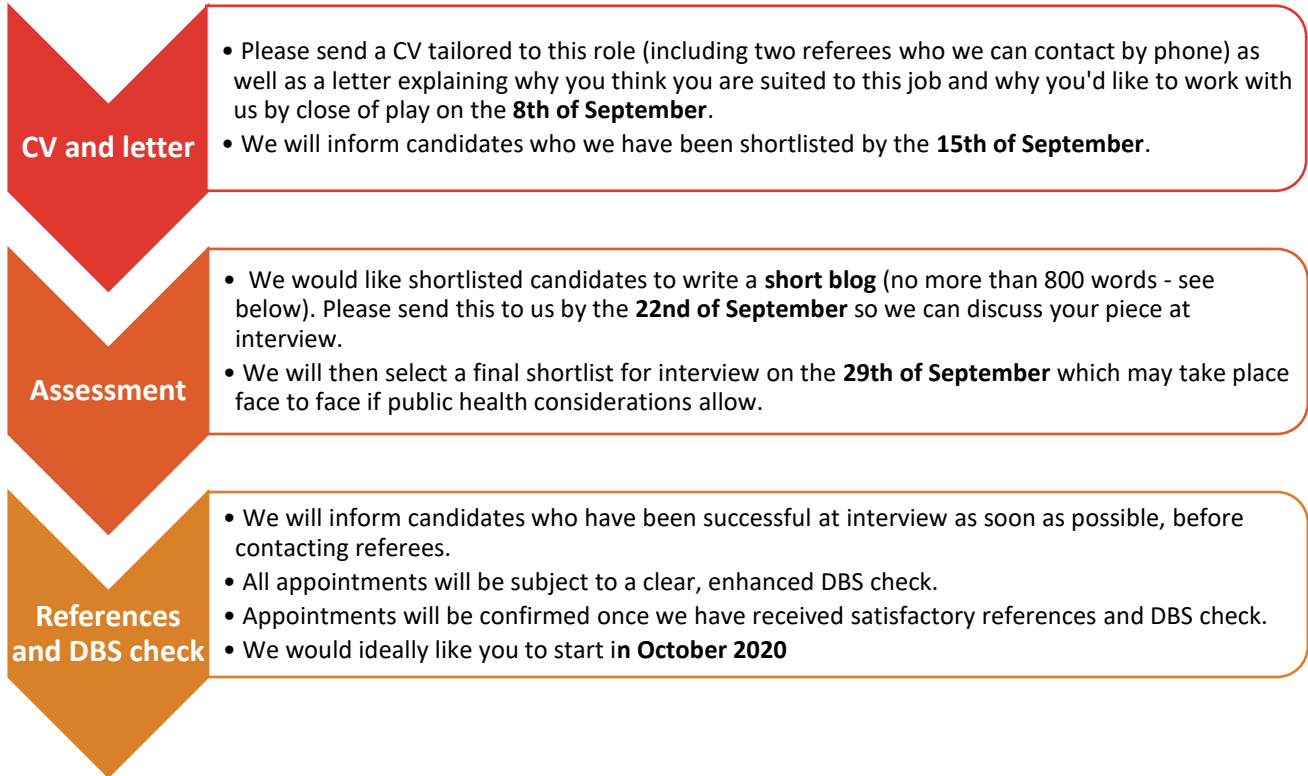
- Pursue our vision and social mission and embody our ways of working
- Work with us in an enjoyable and productive way, challenging and supporting the rest of the team and making working together fun.
- Work fast but flexibly, managing your own time and producing high quality work.
- Have close, positive 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 (when Covid allows). 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 £ 27k-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 **October 2020**, but please talk to us about when you might be able to start.

The Process

- 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. 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.

We would like you to write a blog about a topical issue for education and youth policy. For example a recent government announcement or report with major policy implications. We would like you to conclude with workable and pragmatic recommendations.

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. Look back over the "our approach" section on pages 1-2 to get a sense of the values your piece should embody.

We are very happy to answer questions so just send any queries to gemma@cfey.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.