

# Come and join our team!

## Participation and Programmes Associate

Full-time role, with 1-2 days per week in our London office

£32,000-35,000 FTE depending on experience

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We are looking to recruit someone who is passionate about co-designing work with young people, and has an understanding of what it takes to deliver high-quality research and evaluation projects.

We foster an inclusive culture at CfEY and are committed to building a diverse team. Therefore, we particularly welcome applications from people from Black, Asian and minority ethnic backgrounds, disabled people, neurodivergent people, and people who have taken non-traditional routes to get where they are today.

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## About us

The Centre for Education and Youth (CfEY) is a 'think and action-tank'. Our vision is of a society that ensures all children and young people receive the support they need to have a great childhood and make a fulfilling transition to adulthood.

CfEY works with a wide range of organisations and people who share this vision, helping them make wise, bold decisions about how best to support young people. We are committed to social justice and are acutely aware of the interaction between power imbalances and inequality. We work with a wide range of clients across corporate, government and third sectors [as learning, investigation, action, and communication partners](#). In doing so, we shape debate, inform policy and change practices, helping to create systems where all young people, but especially those most at risk of poor outcomes and marginalisation, thrive.

Our approach is unique because...

1. **We occupy the space between education and youth.** We share learning across the divide and advocate for the change that cross-sector collaboration can bring. We bridge policy, practice, and academia, and work with a diverse network of organisations and people, including MATs, schools, colleges, universities, government, businesses, youth organisations, and charities.
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. We are optimistic about the future and believe in the power of brilliant practitioners to realise the potential of all young people.

3. We **are grounded**, using our front-line experiences as former teachers, teaching assistants and youth workers and our ongoing positive relationships with diverse young people and practitioners to grapple with complexity and understand what's happening.
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. We are **a social enterprise**. Everything we do is guided by our view of society's responsibility, as well as being committed to delivering high-quality projects for our clients. We have no political or party allegiances. Income generation and social impact are mutually reinforcing for us.

## About the job

**The Participation and Programmes Associate role is an exciting, practical and varied, with a dual purpose. You'll help to co-design and deliver exciting and engaging programmes for young people and those who work with them. You'll also plan and conduct high-quality research and evaluation projects.**

Sitting within CfEY's new participation and programmes strand and working closely with the Head of Participation and Programmes, you'll help to ensure the strand designs and meets strategic goals to support CfEY's work.

The strand is responsible for:

- Ensuring that we maximise opportunities to involve young people who have lived experience of the challenges and experiences explored in our projects, in a way that is useful, authentic and productive.
- Creating the structure and methodologies that enable all research participants to have their voices heard, particularly those from marginalised groups, and including young people, practitioners, parents/carers and adult learners.
- Supporting team members to identify opportunities to design and deliver programmes in partnership with other networks, organisations and practitioners.
- Externally, promoting the strength, importance and credibility of youth participation in research.

You will also work closely with the rest of our team, seeking out and delivering research, policy, organisational development and communications projects for our clients. You will have a good level of autonomy over your work and will be in regular contact with senior leaders within client organisations. As a small and agile team, you may be asked to occasionally undertake tasks outside your role description to support the wider work of CfEY.

You can be located anywhere in the United Kingdom, around half of your week can be spent working remotely. Our office is in Hackney, London, and the team gathers there every other Monday. Everyone works from the office for at least one other day every fortnight, and frequently travels to carry out fieldwork across the country. We offer an employer contribution pension (following a three-month probation period) and 33 days' holiday per year (including bank holidays).

We will want to speak to at least two references and you will need to undergo an enhanced DBS check. Although we must ensure the safety of the children and young people we work with, we understand that people have different life experiences and come to the sector from different pathways. Please talk to us if you have concerns about a DBS check; we may still consider your application.

Ideally, we would like someone who can start in October 2023, but please talk to us about when you might be able to start if it's sooner or later. We welcome job-share applicants, but you will need to apply as a pair, with a single motivation letter and two CVs.

## Role Description

### Support the Participation and Programme strand:

- Work with colleagues, young people and practitioners to co-design exciting programmes, and then support the delivery of these by co-creating resources, processes, workshops and training.
- Deliver training and research activities with young people, community members, and practitioners.
- Support the team to identify and create opportunities to meaningfully involve young people with relevant lived experience in our project work.
- Help shape and work towards annual strand objectives, taking ownership of specific responsibilities and tracking progress as a team.
- Support the creation and implementation of project management and organisation processes for participatory activities.

### Design and deliver research and evaluation projects:

- Plan and conduct high-quality, ethical research and evaluation through investigative projects, impact measurement, and action-focused work on the ground with practitioners and young people.
- Gather, analyse and write up qualitative and quantitative data.
- Support the team to explore new research opportunities by developing ideas for projects, approaching potential partners, and securing funding.
- Assist team-wide approaches to income generation, seeking opportunities, writing bids and proposals, and delivering pitches where necessary.

### Take a positive and proactive approach:

- 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.
- Build and sustain close, positive and friendly relationships with our clients and wider network by understanding and responding to their needs.
- Create a niche for yourself as your role expands. After a couple of months of learning the ropes of our project work and what it means to be part of the Participation and Programmes Strand, we would like you to develop your interests, ideas and specialisms and use these to further your own development, increase our social impact goals and generate income.

## About you

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

Almost all of our staff are former teachers or youth workers, so we value some experience working with young people and a desire to continue engaging with them through your work.

We know that there are many elements to a participation role, which, when coupled with research, make for a broad skill set. **We do not expect applicants to have expertise and prior experience in all these areas but enthusiasm to learn with support from others.**

<b>Experience</b>	<ul style="list-style-type: none"> <li>• Planning, coordinating, designing and delivering programmes, projects or activities for young people, community groups and/or practitioners.</li> <li>• Experience involving young people or practitioners in co-creation or co-design for programmes, project aims and outcomes and/or research tools.</li> <li>• Experience working directly with young people or adults from marginalised groups or communities, or who face barriers to participating in mainstream activities or projects.</li> <li>• Designing or delivering research projects, developing methodologies and tools (e.g. surveys, interview scripts), collecting data (e.g. conducting interviews) and analysing data (qual and/or quant).</li> <li>• Writing research and/or evaluation reports that use data to set out the main findings and recommendations for future work.</li> <li>• Managing projects and delivering tasks to deadlines while working on multiple projects.</li> <li>• Securing funding for work, e.g. through sponsorship or writing bid tenders.</li> </ul>
<b>Personality</b>	<ul style="list-style-type: none"> <li>• Committed to, and passionate about, improving children and young people's life chances, with an interest in current affairs and policy making.</li> <li>• Able to work collaboratively as a team player.</li> <li>• Able to build rapport quickly and listen well, responding sensitively to the needs of clients from a range of backgrounds while adhering to CfEY's values and procedures.</li> <li>• A keen eye for detail and a positive, constructive, solutions-focused approach to work.</li> <li>• Creative and enthusiastic, seeking innovative and enterprising ways to create content and boost profile, impact and reach.</li> <li>• A positive approach to challenges - happy to work to deadlines and across multiple, varied strands of work and find balance between practicality and rigour.</li> <li>• A willingness to design something exciting and then step back and support its delivery through training and co-design of project materials - this is not a job where you'll design and deliver one programme that is your sole focus.</li> </ul>
<b>Skills and competencies</b>	<ul style="list-style-type: none"> <li>• Organised and able to work flexibly from different places, effectively managing your time as well as coordinating activities involving others.</li> </ul>

- Able to work autonomously, efficiently and effectively under pressure - self-motivated and confident.
- Excellent writing skills - able to identify key, compelling messages and tailor them to different genres and target audiences, including media (traditional and social), blogs, impact assessment and research reports.
- Excellent interpersonal skills - comfortable proactively networking with new people, making connections, speaking publicly, engaging with unfamiliar and sometimes high-profile audiences, and a clear, informal and friendly communication style that works well when chatting to young people.
- High levels of technical literacy - confidence in using Microsoft Word, Excel and PowerPoint, as well as other platforms such as WordPress, Twitter, LinkedIn, Facebook, Instagram, YouTube, and audio and video editing software.

## The Process

To support equal opportunities and minimise the risk of bias, we ask candidates **NOT to include their names** in their CVs, cover letters and file names.

Please send your application to our Operations Officer, Lee-Ann Jacobson, at:  
[lee-ann@cfey.org](mailto:lee-ann@cfey.org)

### 1) CV and letter

Please send a **two-page CV tailored to this role** (including two referees we can contact by phone) and a **one-page letter** explaining why you think you are suited to this job and would like to work with us by **Sunday, October 1st at 10pm**.

### 2) Accessibility

Please note that we are happy to make reasonable adjustments to support disabled or neurodivergent applicants. We will share suggestions of adjustments we can make throughout the process, should you be selected for an interview, but **if at any time you would like to make a request or share any details of your needs**, please email [alix@cfey.org](mailto:alix@cfey.org). Alix will treat your request with confidentiality (if needed) and will work with you to identify the best way to ensure our processes work for everyone.

### 3) Interview

We will inform you if you have been shortlisted as soon as possible. **Interviews will take place in person on either 9th, 10th or 11th October (tbc), at our office in Hackney, London.** Please ensure that you have flexibility around these dates so you are able to accept an invitation when extended.

We will ask shortlisted applicants to participate in an individual interview with a small panel of CfEY team members, between **9.30 am and 5.00 pm**. This will involve you giving a short presentation on a piece of relevant work you have carried out and then answering our interview questions.

We will provide more information on the presentation before the interview and can share some of the questions with you in advance if useful, but we do not expect you to bring scripted answers. Please talk to us about any access needs or support you find helpful.

#### **4) References and DBS check**

We will inform candidates who have been successful at interview as soon as possible before contacting referees. Appointments will be confirmed once we have received satisfactory references and DBS checks.