

CAUDWELL YOUTH

Recruitment Pack

Charity Reg: 1200757
www.caudwellyouth.org

WELCOME

Thank you for your interest and for considering applying for a role at Caudwell Youth.

Caudwell Youth provides support that changes the lives of young people at-risk aged 11-24 years through mentoring by trained volunteers for up to 2 years.

Founded in 2022, in partnership with John Caudwell, we are determined the needs of at-risk young people are properly addressed.

As an organisation supporting young people with care experience, with mental health and those at risk of criminal exploitation and offending, we are keen to receive applications from those with lived experience and we will guarantee an interview.

We actively seek to bring diverse perspectives and experience, and especially welcome applications from disabled people and those from Black, Asian, Minority Ethnic backgrounds and LGBTQ+.



OUR VALUES



Empowering

Feedback empathetically, always act with understanding, support and value



Optimistic and realistic

Look to the future but prioritise the present

Intentionally inclusive

Foster an open culture



Delivering with integrity

Always uphold honesty, act within our morals and ensure we are dependable.

JOB DESCRIPTION

Job Title: Partnership Manager
Responsible To: Partnerships Director
Location: Based in Buckinghamshire, Milton Keynes, Luton or Hertfordshire, working from home but expected to travel regularly to meet partners and wider team
Working Hours: Full Time
Salary: £30,000 - £33,000



Purpose of role

Caudwell Youth's vision is that "Every young person at-risk can access individualised support and opportunities to shape their futures." The Partnership Team plays a key role in achieving this vision.

You will be responsible for developing valuable unrestricted and restricted funding in the charity and supporting the development of opportunities for the team and our young people.

Caudwell Youth Partnership Plan principles:

- We partner with those that can help us achieve our mission and vision.
- Caudwell Youth to become the charity of preference enabling businesses and individuals to meet their CSR and commercial priorities in an assurable manner.

Our work:

Caudwell Youth has ambitious growth plans and are looking for a Partnership Manager passionate about joining us on this journey.

The successful applicant will have a determination to have as large an impact as possible. What will primarily excite them is not the value of income or opportunities they facilitate but the impact that this will have.

Kindness and gratefulness will be prevalent throughout all your work. You will make our partners feel special and valued, helping them to feel that no other charity could know them as well and care for them as well as Caudwell Youth does.

The Partnership Team work predominately with businesses through our Torchrunners programme and Major Donors. We will at times work with other partners such as the housing associations, public sector, armed forces, event organisers and other charities.

TORCHRUNNERS

We work primarily with businesses through our Torchrunners programme.

This puts each individual business at the centre of the partnership and focusses on what skills and resources they have that can help achieve our vision. As the Torchrunner programme grows, the Partnerships Team's role will be to ensure they maximise their impact by working together.

Our partnerships aims can be split into 3 main areas:

Funding:

This could be through:

- a one-off or multi-year 'grant' / charity of the year;
- match funding for internal staff fundraising;
- sponsorship of events.

Volunteering:

We support businesses to enable staff to become volunteer mentors or take on other forms of volunteering such as at our events or individual fundraising.

Pro-bono donations / Opportunities:

This is split into:

- what we have already budgeted for e.g., laptops or training;
- what ideally, we would love to budget but can't afford to e.g., data protection expert guidance;
- what we are unlikely to ever be able to budget for but would be amazing e.g., a seconded staff member focussing on our 10-year plan;
- opportunities for our young people such as guaranteed interviews or job placements.

MAJOR DONORS

Major Donors include those on all stages of their journey from initial success and being able to start giving back to those with significant financial resources already in place.

This is led by the Partnerships Director but the Partnership Manager role will support these relationships and may over time, through the nature of their work with businesses, develop Major Donor relationships that are best managed by them directly. We also work closely with the Supporter Engagement Team who manage Individual Giving. These donors too, over time, may become Major Donors.

PERSON SPECIFICATION

On appointment, you are expected to have:

- A deep belief in the importance of the work of Caudwell Youth and a determination that young people at-risk are championed.
- Established knowledge, skills and professional experience to take on ownership of your Partnership Manager role very quickly and to work independently.
- A full driving licence (including business insurance).

This means:

- You are confident at developing networks and forging relationships with key decision makers;
- You have experience in developing funding and pro-bono mutually beneficial partnerships that will help to meet our mission and vision and parallel to our core values;
- You have experience, ideally in all, but in at least 1 of these partnership areas: business, Major Donors.
- You have experience with managing a pipeline and pitch, proposal and application writing to secure new partnerships;
- You are confident in your account management of partnerships to maximise impact and helping our partners feel valued;
- You have a history of consistently meeting challenging financial targets and proven influencing and negotiation skills;
- You are a confident public speaker who can easily learn to speak passionately and convincingly about our work;
- You are creative, innovative and willing to try new ideas. You are open minded to how we can maximise impact with our partners.

Technical skills:

- Regular and confident user of LinkedIn and possibly Sales Navigator.
- Confident in the use of Word, Excel and PowerPoint.
- Ability to manage budgets and income from partners.
- Ideally, confident in the use of Canva (but this can be taught) with a good eye for creative design and detail.
- Where your work leads to a grant application, you can, though perhaps with support, put together a high-quality grant application.

YOUR ROLE

The role is new and therefore the focus will depend on the successful applicant's experience and geographical location but more than likely will focus on medium sized businesses in our footprint. These businesses are key to provide local support in each area in particular volunteering and opportunities for young people and the wider team.

The Partnerships Director will focus primarily on large and national businesses and Major Donors. Larger clients will however require at times the support of both the Partnerships Director and the Partnerships Manager. Overtime, the Partnerships Manager may take over the account management of some of these.

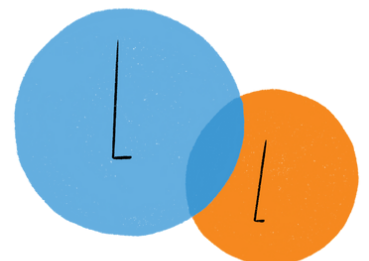
- Guidance and supervision will remain available post-induction but will not be required for most day-to-day activities or challenges faced.
- You will carry out a broad range of activities and your work is likely to influence and have an impact beyond your immediate team.
- You will take the lead on the preparation of key materials such as leaflets / flyers working with the marketing team.
- You will make judgements and establish your own plans in line with the partnership plan.
- Your work may have supervised named legal responsibilities in particular regarding partnership agreements.
- You will be expected to meet income and non-financial targets.

Administration

- Ensure good administration, record keeping and reporting of all work undertaken in line with data protection and other regulations.

Partnership and Liaison

- Work closely with the team and with key stakeholders to promote good communication and shared focus.
- Represent the charity professionally and appropriately to other organisations.





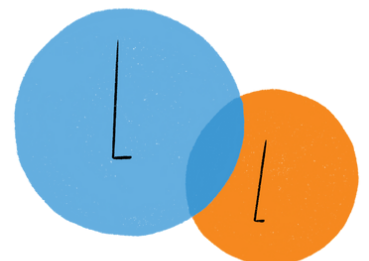
IN YOUR ROLE

Team Ethos

- Work effectively as a team, supporting other team members and be willing to receive support whilst fulfilling your own responsibilities and tasks.
- Express and promote equal opportunities and encourage inclusion and involvement.
- Ensure good communications and relationships within the team at all times.
- Attend team meetings, personal work reviews and task group meetings proactively and as a contributor.
- Endeavour to promote Caudwell Youth's values in all that you do.
- Be an ambassador for Caudwell Youth.

General

- Act in a professional way at all times.
- Undertake and identify training as required and take a positive approach to personal development.
- Fulfil the duties and responsibilities of an employee as regards to Health and Safety at Work, including own safety and self-management.
- Undertake any other reasonable tasks deemed necessary.



OUR TEAM



We don't currently have a CEO by design, but instead have 4 co-leads. Each Director takes leadership for specific operational areas and takes joint key decisions. All attend board meetings.

The Senior Leadership Team report into the Board of Trustees. This is currently 10 trustees.

We are a new charity with 16 employees, initially working across Hertfordshire, Buckinghamshire, Luton and Milton Keynes. Our aim is to grow into a national charity with an annual growth plan.

WHY WORK FOR US?

We are an experienced team that are dedicated to improving the lives of the young people we support.

Benefits:

- Flexible working
- Hybrid – working from home and in the community
- WPA Healthcare (including Employee Assistance Programme and extended counselling sessions)
- Group Personal Pension with a 5% employer contribution and Salary Sacrifice Scheme
- 25 days annual leave (FTE) plus bank holidays, plus charity closure between Christmas and New Year
- Extra paid day off on your birthday
- Paid day off for volunteering in your community
- Training opportunities to support your personal development
- Employee discounts on everyday goods and services
- Being part of a passionate and dedicated team

Caudwell Youth is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment. As part of this commitment, we undertake disclosure checks in accordance with the Codes of Practice for all. Having a criminal record will not automatically exclude applicants.

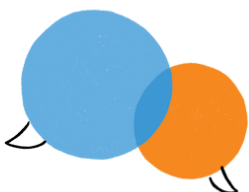


HOW TO APPLY

Our recruitment process is deliberately robust

We want to make sure you have all the information you need to be confident in your application for the post.

| Stage | Information | Date / Deadline |
|---------------------------------------|--|--------------------------------------|
| Find out more | Contact Tracie Mills, HR Manager, with any questions you may have about the role on 01908 973676 or by email: info@caudwellyouth.org | By Friday 8th September 2023 |
| Information webinar | Your opportunity to find out more about Caudwell Youth, the role and meet the Operations Director and HR Manager. Email info@caudwellyouth.org to book your place. | Thursday, 7th September 2023, 6.30pm |
| Apply | Complete the application form (available on our website), ensuring you answer the 3 competency-based questions at the end of the form, and email to Tracie Mills at info@caudwellyouth.org | By Monday, 11th Sept 2023 |
| Shortlisting | The HR Manager and Partnerships Director will review applications and shortlist those selected for interview. All applicants will be notified as to whether they are successful or not. | Tuesday, 12th September 2023 |
| First Stage Interviews | First stage interviews will take place face-to-face. The interview will consist of interview style questions. You will be asked to complete a short written task to be sent in advance. | w/c Monday 18th September 2023 |
| Second Stage Interviews (if required) | Second stage interviews will take place in person, location to be confirmed. | w/c Monday, 25th September 2023 |



HOW WE WORK

Each Youth Support Coordinator is dedicated to supporting up to 25 young people and 30 volunteers.

Young people may have more than one volunteer mentor.

They work collaboratively to guide and encourage young people from referral along a journey of empowerment of up to two years.

Mentors and young people typically meet weekly, but talk / message more regularly, especially when they are anxious or need additional support.

Staff and mentors organise and connect young people to a range of activities and resources. We have built strong partnerships, offering opportunities to the young people we support, allowing them to learn to cope and manage with everyday life, build their confidence, and develop the skills to re-engage with education, obtain work experience, employment and greater independence, thereby moving them away from risks associated with negative relationships or behaviour.

Support is person-centred using a range of tools dependent on their needs.

These include:

- 1:1 mentoring;
- Helping with education, especially access to functional skills learning;
- Helping with applications for jobs, training, benefits, IDs, residency;
- Signposting to other services such as food banks;
- Opportunities that build resilience and result in positive use of time;
- Activities that build positive social connections.



IMPACTS

- Increased confidence and sense of self-worth;
- Improved well-being, relationships, social skills and communication;
- Improved life skills such as financial management, cooking and hygiene;
- Increased meaningful use of time;
- Increased resilience.



OUTCOMES

- Reduced offending behaviour;
- Lowered risk of exploitation;
- Reduced alcohol and drug use;
- Improved mental health;
- Significant movement from Not in Employment, Education or Training (NEET) to in Employment, Education or Training (EET).

OUR STRENGTHS

We have a breadth of knowledge and experience working with young people, in particular, the needs outlined below although we work with a wide range of needs.

All our young people are experiencing at least one of these needs, however most experience multiple needs which compounds the level of risk they face.

At Risk of / Involved in Offending Behaviour

Some of our young people will have had involvement with the criminal justice system and be looking to move away from the revolving door of crime.

We offer non-judgemental support and opportunities to engage in positive activities away from potentially detrimental or negative influences.

Care Experienced

Care experienced young people are at the most risk due to their experiences such as 41% of care leavers aged 19- 21 years are not in education, employment, or training (NEET), compared to 12% of all 19- to 21-year-olds.

We work with care experienced young people to build confidence and resilience, widen opportunities and support with life beyond care.

At Risk of / Experiencing Exploitation

At risk young people are at particular risk of criminal, sexual, emotional and financial exploitation. The most common presenting need we support relates to county lines.

By showing positive alternatives such as routes into work and education, positive social networks and building resilience and confidence, we empower our young people with the tools to thrive as they move into adulthood.

Mental Health

There has been a significant rise in mental health challenges for young people in recent years. Almost two in three children and young people with a diagnosable mental health condition do NOT get access to NHS care and treatment.

We are there to provide community support for those needing our services where NHS care and treatment is inaccessible due to long waiting times or not meeting required thresholds.

Volunteer Mentoring

Many of our young people are overwhelmed by the number of professionals involved in their life. Volunteer mentors are a voice of reason there by choice not professional caseload. Volunteer mentors work with Caudwell Youth as a means of using their diverse skills and experience to have a positive impact on their local community.