

Youth Endowment Fund



Youth Endowment Fund Coordinator

Salary: £37,000

Reports to: Youth Endowment Fund Director

Location: Evergreen House North, London, NW1 2DX

About the Youth Endowment Fund

The Youth Endowment Fund (YEF) is a bold new attempt to put early intervention at the heart of efforts to tackle youth offending. It will support programmes and community partnerships working with children at risk of being drawn into crime and violence, and build up our knowledge of what works to prevent that. Focusing on 10 to 14 year olds across England and Wales, it will be run by youth charity Impetus, in partnership with the Early Intervention Foundation and Social Investment Business.

For more information about the Youth Endowment Fund, please go to www.youthendowmentfund.org.uk and follow us on Twitter [@YouthEndowFund](https://twitter.com/YouthEndowFund)

About Impetus

Impetus transforms the lives of young people from disadvantaged backgrounds by ensuring they get the right support to succeed in school, in work and in life. They find, fund and build the most promising charities working with these young people, providing core funding and working shoulder-to-shoulder with their leaders to help them become stronger organisations. In partnership with other funders they help their charities expand and influence policy and decision makers so that all young people get the support they need.

Impetus currently has 35 members of staff, supporting 19 charities with programmes across England, Wales and Scotland.

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About this role

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| Duration: | Permanent |
| Working hours: | Full time (37.75 hours per week) |
| Starting date: | As soon as possible |

The YEF Coordinator role offers a fantastic opportunity for an experienced administrator or executive assistant to join an exciting new team. The post will report directly to the YEF Director and will play a vital role in supporting the senior YEF team, including effectively managing and coordinating a number of committees and panels. As well as being responsible for high-level administrative support, the YEF Coordinator will also assist with the collation and analysis of data to produce reports.

The successful candidate will have exceptional organisational skills with significant experience working in a senior support role, ideally with an interest or background in the sector. They should have excellent written and verbal communication skills, with the ability to present information clearly and confidently. In addition, they should have excellent interpersonal skills with the ability to take initiative and act with discretion, whilst establishing effective relationships with a range of internal and external stakeholders.

Key responsibilities

Support to the Board and Committees

- Provide support to YEF committees, Expert Panel, Advisory Council and Management Steering Group
- Provide support to YEF Working groups
- Manage the YEF calendar - order and schedule meetings for committees
- Manage the process for ensuring that paperwork for all meetings is received in good time
- Prepare agendas, take minutes and action points and follow through to ensure these are actioned
- Establish and maintain relationships with key stakeholders e.g. Board members and their assistants.
- Undertake projects for the YEF Management Steering Committee as required.

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Report writing for internal use and reporting to the Home Office against the Grant Agreement

- Collate and analyse data from Early Intervention Foundation (EIF), Social Investment Business (SIB) and Impetus to produce reports for internal meetings and the Home Office
- Coordinate reporting meetings with the Home Office, take minutes and action points and follow through to ensure these are actioned

Diary management for YEF Director and the senior YEF team

- Provide diary management for the YEF Director and senior YEF team, juggling multiple demands on their time.
- Provide a high level of management over the Director's day to day actions and tasks.
- Ensure the Director is fully prepared for all meetings
- Work closely with the YEF Management Steering Committee to ensure their actions are completed in a timely manner.
- Manage expenses for the Director and book travel when required.
- General support duties as required by the team.

This job description is subject to review.

Person specification

Essential

- Significant experience working in a senior support role
- Experience and strong knowledge of governance and supporting committees and/or boards
- Excellent written communication skills:
 - Experience of producing clear, well-structured minutes and actions from senior level meetings
 - Ability to write reports, collate data and produce a coherent analysis
 - Ability to identify key points from data and present clearly, including through PowerPoint presentations
 - Attention to detail and ability to write concisely and clearly and to summarise effectively
- Communicates clearly, succinctly and correctly

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- Presents arguments or proposals with skill and confidence whilst following instructions where appropriate
- Highly numerate
- Strong knowledge of Microsoft Office applications, including Excel
- Works in a systematic, methodical and orderly way
- Plans activities well in advance and takes account of possible changes
- Manages time effectively
- Takes responsibility for actions, projects and people
- Takes initiative, acts with confidence and works under own direction
- Establishes good relationships and builds networks with external stakeholders and staff
- Discreet, and able to handle, manage and keep confidential information
- Follows procedures and policies
- Ambassador for the organisation
- Maintains a positive outlook at work
- Committed to equality, diversity and inclusion

Desirable

- Adapts to changing circumstances
- A keen interest in or background in innovation, social investment, venture philanthropy and/or public policy
- Knowledge and interest in the sector
- Knowledge of safeguarding.

How to apply

Please send a CV and supporting statement to YEFrecruitment@impetus.org.uk by 9am Monday 6 May 2019. The supporting statement should be no more than two sides of A4 and should address the criteria in the person specification. You should also include the contact details of two referees, one of whom must be your current or most recent employer. Referees will only be approached with your express permission. You will also be required to provide proof of your eligibility to work in the UK. As part of our commitment to flexible working we will consider a range of options for the successful applicant. All options can be discussed at interview stage. Interviews will be held week commencing 20 May 2019.

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Your personal data will be shared for the purposes of the recruitment exercise. This includes our HR team, interviewers (who may include other partners in the project and independent advisors), relevant team managers and our IT service provider if access to the data is necessary for performance of their roles. We do not share your data with other third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you. We do not transfer your data outside the European Economic Area.

The people we are looking for do not discriminate and we believe in being inclusive and giving everyone an equal chance to succeed. Applications are welcome from all regardless of age, sex, gender identity, disability, marriage or civil partnership, pregnancy and maternity, religion or belief, race, sexual orientation, transgender status or social economic background.