

Senior Manager, Young People

Reporting to: CEO

Liaison with: All members of staff, Trustees and some external stakeholders

Contract period: Fixed term, full-time, initial contract period 12 months

Salary: c.£37k depending on experience

Usual working hours: 9.30am – 5.30pm

Location: South Kensington, London. Minimum 2 days a week office based.

British Exploring Society actively welcomes applications from people who have significant life experience, transferable skills and are considering a career change or a change in levels of responsibility.

We are an equal opportunities employer and do not discriminate on the grounds of gender identity, sexual orientation, marital or civil partner status, race, colour, nationality, ethnic or national origin, religion or belief, disability or age. We utilise an anonymous shortlisting process for recruitment, which means no personal data will be visible to the shortlisting panel.

If you are interested in applying and require any accessibility adjustments to the interview process, please do let us know when you apply. Thank you.

Introduction

British Exploring Society is a world class youth development charity with a unique heritage, founded on the belief that challenging experiences can define lives, empowering and equipping young people with the courage, skills, resilience and determination to make the most of their future.

We prepare and take young people on adventures and expeditions to remote locations where they face challenges, gain skills and learn about themselves - as well as acquiring knowledge relevant to their lives and to the fragile environments that they explore.

The results are transformative – not just in terms of practical skills and resilience, but in a new-found confidence and self-belief which they carry forward to their future life.

More than this, through their adventure together, our young people forge friendships for life and become part of a unique supportive and continuing community of explorers with shared experiences, values and perspectives on the world.

We are committed to building an executive and volunteer team that together represent a diverse variety of backgrounds, skills, and perspectives on the world. The more inclusive we are, the better we think we'll be at delivering our charitable aims.

The Role in Detail

We run programmes for young people aged 16-25, reaching out to disadvantaged young people on the margins of society. This includes young people in foster care, leaving care, not in education or employment, those with behavioural, physical, or mental health challenges. They are recruited individually, but principally depend on referrals from youth organisations, schools and other interested organisations who we work with as partners to ensure positive outcomes for the young people we recruit together.

This postholder will lead the Young People team to ensure safe, appropriate, and empathetic recruitment and sustained engagement of young people to positively participate in our programmes.

We wish to make a fixed term appointment, and then review the role after the current recruitment period ends with the post-holder.

Personal Attributes

An energetic, outgoing, confident personality who enjoys engaging with others, who is driven by goal setting and targets. Adaptable, very organised, responds well to challenge and opportunities, with ambition and unshakeable belief in the potential of young people.

Person Specification

Competence in maths sufficient to confidently manage targets, budgets and reports

PC/ IT/office software literate

Contemporary knowledge of Safeguarding and data protection legislation

Experience of work around young people, including those who may need additional support

An understanding and commitment to youth development

An understanding of the impact of disadvantage in a variety of settings

Experience of managing a small team, and the ability to self-motivate and self-service

Experience of working under pressure to time-sensitive deadlines

Core Values	How Core Values are demonstrated in this role
Courage	<ul style="list-style-type: none"> You will understand and model the importance of confidentiality and data management. The role will necessitate the access and appropriate use of varied sources of sensitive information. You will tackle and lead on challenging tasks and deadlines with maturity and integrity. You will be happy to ask for help and open to feedback to support improvement. You will make and communicate difficult decisions in the best interests of safety and to ensure positive outcomes for young people – and in support of the rest of the office team.
Self-belief	<ul style="list-style-type: none"> To achieve your goals, you will need to hold others to deadlines, acknowledging potentially competing priorities. Working with a variety of stakeholders within and outside the charity, you'll need to be confident in your communication with them.
Challenge	<ul style="list-style-type: none"> The role requires adeptness in organisation and a capacity to work at pace - many tasks will be highly date dependent. You will have a focus on accuracy and high standards, which will impact on our compliance with external regulation and our reputation. You'll work well and with good humour under pressure and be motivated by stretching targets. This needs to be an environment you enjoy. You will be comfortable and confident enough to deliver difficult messages and to occupy a non-negotiable position where safeguarding or our compliance is at stake. You will be able to accommodate change.
Community	<ul style="list-style-type: none"> You will play an active role as a supportive member of and active voice in the senior leadership team. You model consideration and understanding, and an ability to empathise with the viewpoints of others. You will manage relationships with a variety of stakeholders, often acting as their first point of contact. Being able to build relationships and enjoy this contact is pivotal to the role. To achieve your goals and deadlines you will need to be sensitive to the priorities of people across the charity. You'll need to enjoy working with and championing the voices of young people.

Main responsibilities & accountabilities

A happy pipeline of young people

Act as a champion for young people, to ensure accessibility and a consistent welcome, including to those most likely to be disenfranchised from the opportunities we provide.

Create and sustain honest, practical partnerships as a pipeline of recruitment and support for young people.

Ensure young people are assisted through every aspect of recruitment and engagement -including the completion of all document requirements that are needed to comply with external regulation and our own policies and operating procedures.

Ensure effective skills acquisition and fundraising support to meet targets as part of young people's commitment to our programmes.

Work closely with the Programmes team to ensuring happy progression of young people from recruitment to active participation on programmes.

Standards and Goal Setting

Ensure that our values and theory of change inform every area of work.

Set recruitment levels for the Programme register as part of the senior team.

Ensure all 'on-boarding' and recruitment processes are executed and held in keeping with our data protection policy and external validation criteria and to ensure highest possible levels of accessibility.

Provide monthly up to date and YOY recruitment data and forecasts.

Report to trustees as required.

Work with the Head of Programmes and other team members on the Lessons Learned process to ensure that our programmes meet all standards and best ensure success for the cohort we recruit.

People

Participate in and contribute to the delivery of staff, young people and training activities and events as required including occasional weekends.

Actively participate in the Senior Leadership team.

Support and coach members of the Young People team to deliver on your collective goals and as part of the wider team and to assist them in their professional development.

Safety

As a member of the wider team, you'll take a turn in fulfilling the role of "Duty Officer" during periods when we are running 24-hour support service for our expeditions. The Young People team provides pastoral advice. You will be trained to deliver this role and support your team to do so.

Working Practices

- Normal FTE working hours are Monday – Friday 09.30 – 17.30pm. Additional, occasional evening

and weekend working will be expected as part of this role, including 'on call' duties as a Duty Officer, for which full training is given.

- Full-time staff are entitled to 23 days' paid holiday per holiday year in addition to normal English Bank and Public holidays and their birthday, on completion of probation.

This role is dependent on satisfactory receipt of professional references and an enhanced DBS check.

How to apply

To apply for the role, please complete the application form [here](#) which asks you to answer four competency-based questions and submit your CV and contact details.

IMPORTANT PLEASE READ CAREFULLY

The shortlisting panel will review the answers to the questions in the form and **will shortlist candidates based on these answers only**. Only after shortlisting will the shortlisting panel be given access to your CV and only shortlisted candidates will be invited to interview.

When answering the questions, **it is important that you do not disclose** any personal/professional information that may help identify you. Thank you.

Key Dates:

Wednesday 28th February at 6pm – Closing date for applications

Week beginning 4 March 2024 – Interviews

Interviews will take place in person at our offices in South Kensington, London.

We aim to be in touch via email with all applicants by midday on Friday 1st March. Unfortunately, we will not be able to offer feedback to any candidates not shortlisted.

Start date will be as soon as is possible.

Thank you for your interest in this role and in British Exploring Society