

BECOME.

THE CHARITY FOR CHILDREN IN CARE
AND YOUNG CARE LEAVERS

About Become and the Advice and Support Assistant for Further and Higher Education

Become, the national charity for children in care and young care leavers, is here to make a difference to individual lives right now, and the care system as a whole for future generations. We believe that young people who've experienced care should have the same chances as everyone else to live happy, fulfilled lives. We put young people at the heart of everything we do – helping them to be powerful agents of positive change in their own lives, in the care system and in society.

Now is a crucial time to join Become, our further and higher education support for young people in and leaving care has developed considerably over the past 18 months. We have ambitious plans to develop this work further to reach more children and young people to help them to believe in themselves and shape the future they want and to tackle the structural and systemic issues holding young people back.

We are looking for a highly motivated individual to support on our education work, working collaboratively within the services team and other teams across the organisation to help shape the development and delivery of our further and higher education support programs

As an organisation serving children in care and care leavers, we are keen to receive applications from people with experience of care and recognise the importance of having care experienced staff within our team. We are also actively seeking to bring diversity of perspectives and experience, and especially welcome applications from people with disabilities, from Black, Asian, Minoritised Ethnic backgrounds and LGBTQ communities.

Job Description

Job title: Advice and Support Further and Higher Education Assistant

Reporting to: Advice and Support Officer for Further and Higher Education

Salary: £24,000 pro rata (£14,400 contracted pay)

Contract / Hours: Part time, 21 hours p/w (flexible working arrangements considered)

Pension: 5% employer contribution

Leave: 17 days per annum (pro rata)

Location: We are very open to discussions about flexible and homeworking (with some in person attendance and meetings). In the short term, the organisation is currently without an office as we look to relocate so homeworking will be required, with hot desking options available.

Key responsibilities

- To support in the development of a range of outputs, providing advice and support for young people in FE and HE.
- To develop social media posts at peak times around FE and HE support.
- To coordinate and manage the booking, promoting and set up of FE and HE workshops.
- To support in preparing evidence for campaigns.

- Contacting and building relationships with designated contacts at FE and HE institutions nationally regarding the Propel website and support from Become
- To attend FE and HE events in person or virtually including holding stands at student events and conferences.
- To feed into the planning of delivery across the Propel program
- To take part in supervision, team meetings and contribute positively to the wider team.
- To appropriately address safeguarding concerns according to Become's Safeguarding Policy
- To utilise monitoring and evaluation tools to record progress and outcomes, carrying out pre- and post- assessment, demonstrating impact of services for young people.
- To support in the delivery of Become's work, including supporting care-experienced young people to co-design and deliver
- To undertake training, attend internal team meetings and external events as required.
- Undertake occasional evening and weekend work as required.
- Any other duties that may be reasonably required.

Personal attributes

- A understanding of further and higher education progression routes for care experienced young people
- You have a growth mindset – meaning you are keen to take on challenges and learn from them, and able to reflect and learn from when things don't go to plan.
- You are excellent at building relationships with young people and work well in a team.
- You are proactive and take initiative.
- You understand and care about our cause, vision and values.
- You are committed to empowering young people and ensuring all communications place care-experienced young people at the heart.
- You understand the importance of Equity, Diversity and Inclusion and want to help create a culture with these values at its heart.

Essential knowledge, experience and skills

- You have experience of working with care experienced young people
- You are able to facilitate and design workshops alongside young people
- Tailoring written communication for different audiences.
- Excellent time management skills with experience of managing competing priorities and meeting deadlines.
- Excellent IT skills – including able to use or demonstrably able to learn databases, Word, mail merges and Excel.
- Excellent attention to detail.
- Ability to work on your own and as part of a team.
- An understanding of and empathy with the issues facing children in care and young care leavers.

How to apply

To apply, please provide a CV alongside a cover letter (of no more than two A4 pages) detailing your suitability for the role. Please provide relevant examples to demonstrate you meet the skills and experience needed.

If you are interested in the role and would like to have an informal chat about it before applying, please feel free to contact Jade, Advice and Support Officer: Jade.ward@becomecharity.org.uk

As an organisation serving children in care and care leavers, we are keen to receive applications from people with experience of care and recognise the importance of having care-experienced staff within our team.

We are also actively seeking to bring diversity of perspectives and experience, and especially welcome applications from people with disabilities, from Black, Asian, Minoritised Ethnic backgrounds and LGBTQ communities.

Please tell us if there we can make any reasonable adjustments to help you in your application.

Interviews will take place by video call on 26 May

Please email your application to recruitment@becomecharity.org.uk by 5pm on Friday 13th May