



## **Programmes Coordinator – Mock Trials**

### **Recruitment Pack**

**Salary:           £24,150 p.a.**

**Closing date:    3pm, Thursday 4<sup>th</sup> August 2022**

**Interview date:  Thursday 11<sup>th</sup> August 2022**

**Help inspire a new generation  
of active citizens**

## 1. Introduction from the Chair of Trustees



Thank you for taking the time to consider this exciting opportunity to join the Young Citizens staff team.

Young Citizens is a national charity working to promote citizenship education and social action throughout primary and secondary education in the UK. We operate as a crucial support system for young people and educators alike. Through a range of initiatives, including education programmes such as the Make a Difference Challenge and Legal Experts in Schools, and immersive learning experiences such as the National Bar

Mock Trials, Young Citizens reached over a million 5-18 year olds over the last year. We operate at the intersection of politics, the law, social action and the media, and the work we do has never been more important or influential.

Founded over 30 years ago, we help young people become active and engaged citizens, able to contribute positively to their communities – locally, nationally and globally. We believe that young people's active participation in their communities is vital to strengthening democratic society, and with the COVID-19 pandemic having such a profound impact on young peoples' lives, our work is now more important than ever. We empower teachers and volunteering professionals with specialist training and resources for classroom delivery and we advocate with policy makers and influencers for all young people to receive high quality citizenship education. All of our efforts are focussed on one very clear mission: to help young people be active citizens for life.

If you share our passion for empowering young people to positively shape society, and you think this role is for you, we look forward to hearing from you.

**Edge Watchorn, Chair of Trustees**

## 2. Introduction from the Director of Programmes and Learning



Thank you for your interest in joining Young Citizens as a Programmes Coordinator with our Mock Trials Team. This recruitment pack provides information about the role, and the charity, which may be helpful to you as you write your application.

The Programmes Coordinator will play a vital role within the Mock Trials Team, coordinating the delivery of Young Citizens Mock Trials events for schools across the UK, working closely with both teachers and a range of legal professionals who volunteer to support the preparation and delivery of the Mock Trials Competitions.

Due to the timing of this appointment we are looking to recruit someone who ideally is able to start soon, is keen to get stuck in from the start, is able to take on new challenges and develop new skills, and is confident in communicating both in person and remotely. To be successful in this role you'll need to be highly organised, great at working with professionals and volunteers, passionate about how public legal education can empower young people and be a wizard at planning events.

I do hope you will be interested in this opportunity – and if you are, we look forward to receiving your application.

**Yvonne Richards, Director of Programmes and Learning**

### 3. Job Description

**Job Title:** Programmes Coordinator – Mock Trials

**Contract Type:** Full time, permanent

**Responsible to:** Education Manager – Public Legal Education

**Location:** London, E1 5LJ

**Salary:** £24,150

**Hours of work:** 37.5 per week. Normal office hours are 9.00am to 5.30pm but this role will involve out of hours activity at weekends, particularly during the period when we deliver heats (mainly March to May) and some working away from the office and home.

**Benefits:** In addition to joining a friendly, dynamic and supportive staff team, Young Citizens offers a generous employee benefits package including an 8% employer pension contribution, 28 days annual leave (plus Bank Holidays) and volunteering leave. We even give you your birthday off!

**To apply:** Max 2 page personal statement plus CV. Incomplete applications will not be considered. Please send to [recruitmentHR@youngcitizens.org](mailto:recruitmentHR@youngcitizens.org) before the deadline of **3pm Thursday 4<sup>th</sup> August 2022**. **Please note that we are keen to recruit as soon as possible so will be reviewing applications as they come in.**

#### **Purpose of the role**

This role will be particularly focused on delivering one of our longest running programme, the Magistrates' Court Mock Trial Competition which we deliver by working closely with magistrates across the UK. Previously all our Mock Trials events were held in court rooms, however, due to COVID, we are also delivering events in other venues (e.g. universities and schools) as well as virtually. As our offer to young people is constantly evolving, you may also be involved in delivering other programmes as needs change.

The Programmes Coordinator will be expected to lead on all aspects of the Magistrates' Court Mock Trials including, the promotion of the Mock Trials, communication with participating schools and legal volunteers (e.g. magistrates, local and regional coordinators, court staff), planning for and supporting the delivery of Mock Trials events. You will also help with monitoring and evaluating the programme according to our standard evaluation criteria and helping Young Citizens to better understand the impact of the programme on young people. You will be part of a small, friendly team, working alongside another coordinator delivering Mock Trials to older students in Crown Courts, and your team manager, who oversees and supports all the Mock Trial delivery.

This is a unique opportunity to get involved in our flagship Mock Trials programme, have the opportunity to liaise with schools and legal professionals across the UK, and witness for yourself the impact that this programme has on so many young people each year.

*“Representing my school was really rewarding because I worked with teachers and other students I may not have been in much contact with before. It really was a great way to develop my confidence whilst meeting new friends. It is a way for students to create a community among their peers and supporting professionals to learn more about how the legal field impacts society.”*

*Adam, ex-participant from Mackie Academy, now trainee solicitor*

## 4. Main Duties and Responsibilities

### 1. School/customer liaison

- Administer new registrations and renewals ensuring that schools have access to resources, information and support and that the Finance team have the information necessary to process incoming payments and outgoing bursaries and that our CRM is up-to-date.
- Build relationships with participating schools and teachers with the purpose of encouraging them to participate in the Mock Trials and other Young Citizens products and programmes.
- Working closely with the Schools Coordinator, providing support to teachers at participating schools to ensure they have all the information they need at the right points, to help ensure they have an excellent experience.
- Work with your manager and wider Young Citizens team to ensure that teachers have the educational resources to help them get the most from their participation in the programme.

### 2. Volunteer, staff and consultant co-ordination

- Generate interest from appropriate potential volunteers (lead magistrates, judges, legal advisors, local and regional coordinators) to support the competition, liaising with the Marketing Coordinator, other staff and our funders where appropriate.
- Review, update and circulate materials, training, and support to volunteers (and staff/consultants) to ensure they are able to effectively support the programmes.
- Oversee work provided by volunteers and other staff/consultants to ensure the programmes are delivered to the highest standard.

### 3. Event logistics and coordination

- Proactively ensure the Mock Trials and any related events (both online and inperson) are well-organised and run smoothly.
- Manage the logistics involved in running the Mock Trials such as booking dates, venues, catering, travel and accommodation, printing event materials and ordering prizes and certificates etc.
- Source, liaise with and manage external suppliers ensuring that the Charity receives best value for money and has the resources required to function efficiently.
- Work within set budgets to deliver the Mock Trials and associated events.

### 4. Marketing, innovation and evaluation

- Work closely with the Marketing Coordinator to develop and implement marketing for the Magistrates' Court Mock Trials competition in order to secure participation. This will include scheduling email marketing, writing social media content and updating website content.
- Distribute evaluation methods, collect data and use this to help inform future planning.
- Use your experience to support improvements to existing programmes and the development of new programmes.

### 5. Stakeholder liaison

- Work with your line manager to maintain and develop excellent relationships with key stakeholders, including funders, partners and relevant networks from across the UK.

## 6. Organisation wide

- Provide front-of-house administrative support to the Charity by answering phones and emails on a rota basis with other staff, as needed.
- Represent Young Citizens at events, as required. • Contribute to ensuring that safeguarding and equality of opportunity for all children and young people is at the heart of everything that we do at Young Citizens.

## 7. Carry out other tasks as needed.

## 5. Person Specification

Post Requirements	Criteria: Essential (E) Desirable (D)	Criteria
Education, training and relevant experience	E	A degree or relevant qualification for the activities of the post
	E	Experience of planning, organising and managing own workload with limited supervision
	D	Experience of working with schools and/or the legal sector
	D	Experience of coordinating events (either remotely or in person)
Skills, abilities & knowledge	E	Excellent interpersonal and networking skills, able to maintain good working relationships and influence a variety of audiences
	E	Excellent communication skills with an ability to communicate in writing and orally with a variety of audiences
	E	Strong organisational skills with ability to work within a tight timeframes, with a flexible approach
	E	Confident with IT and able to learn new programmes/platforms as required.
	E	Ability to work autonomously when needed as well collaboratively as part of a small team
	E	Ability to solve problems by using a common sense and a practical approach
	E	Ability to work within a budget
Young Citizens aims and values	E	A commitment to empowering young people through their engagement in legal education
	D	An understanding of working with, or for, a charity
Other requirements	E	Willingness and ability to travel and work outside regular office times to deliver events.

## 6. Application process

To apply please submit your CV and covering letter to [recruitmentHR@youngcitizens.org](mailto:recruitmentHR@youngcitizens.org). Your covering letter should be a maximum of 2 pages long and clearly address how you meet the person specification. Incomplete applications will not be considered and unfortunately we are not normally able to provide feedback on applications which we do not progress to interview stage.

Please also confirm in your application your notice period and that, if appointed, that you have the right to work in the UK.

**Please ensure that you send your application to us before the deadline which is 3pm on Thursday 4<sup>th</sup> August 2022.**