

## Education and Programmes Officer

### Background of the organisation

The Ben Kinsella Trust is one of the leading anti-knife crime charities in the UK, set up following the tragic murder of Ben Kinsella in 2008. The Trust exists to campaign against knife crime and to educate young people about its dangers, helping them to make positive choices to stay safe.

#### Our History

Our charity was formed out of the most tragic of circumstances.

Ben Kinsella went to Holloway School and wanted to be a graphic designer one day. He loved Art, Music, Arsenal FC, his dog Teddy and making people laugh. He lived in his family home in Islington with his Mum Debbie, Dad George, and three sisters – Brooke, Jade and Georgia.

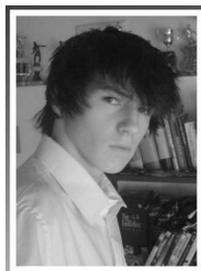
On 29<sup>th</sup> June 2008, Ben was walking home from a night out with his friends to celebrate the end of his GCSE exams. He and his friends were chased on streets through Islington and in an entirely unprovoked attack, Ben was murdered. He was stabbed 11 times in 5 seconds, in a horrific act of senseless violence.

The impact of Ben's murder on his family, friends and the local community was immediately evident. Thousands of marchers converged on London for a peace rally in response to Ben's murder and increases in knife crime. Ben was the 17<sup>th</sup> teenager to lose a life to knife crime that year.

In the months that followed, Ben's family were to uncover emotional and moving texts that Ben had written before his murder. A few months prior to the attack, Ben wrote creatively for his English coursework where he had imagined his own death. His words describe the moment of being stabbed to the moment shortly afterwards where he had died. Not only that, but at a similar time Ben had written to the then prime minister, Gordon Brown, to call on the Government to do more to tackle knife crime and youth violence.

Ben wanted more to be done. He was aware of the rise in knife crime and advocated for change.

Ben's legacy is our guide – we exist to stop knife crime.



## Knife Crime Prevention

We have purpose-built exhibitions from where we deliver our choices and consequences knife crime prevention workshops. These exhibitions are in Islington, Barking & Dagenham and Nottingham. Every year the Ben Kinsella Trust works with over 3,000 children and young people, aged from 10-16 years old. The rooms which make up the exhibition give young people a unique and immersive experience, allowing them to see how choices and consequences are intrinsically linked.

Our workshops change young people's attitudes to knife crime; debunking the myth that carrying a knife will protect you. They strengthen peer values; ensuring young people give better advice to each other and challenge peers who are carrying, or thinking of carrying, a knife.

Through our website and digital channels we also provide a wealth of free resources for schools, young people, parents and practitioners.

## Our Current Position

We have established ourselves as one of the leading anti-knife crime charities in the UK. Our work is well recognised and respected, and we frequently attract national attention. We use our position to campaign strongly: speaking out against factors contributing to increasing knife crime.

Over 16,000 young people have been through our *Choices and Consequences* exhibition, learning about Ben's life and understanding knife crime from the point of view of both the victim and the offender. As our charity rapidly grows, we anticipate more and more young people will learn from Ben's life and Ben's legacy.

Our online learning resources are used by schools, police forces and youth groups across the country. We estimate that over 10,000 young people have benefited from these resources in the last year.

We are a small charity and feel very proud of our achievements. The organisation currently has 4 full time employees in the CEO, Operations Manager, Regional Manager and Trust Coordinator. They are supported by our team of freelance workshop facilitators and actors who deliver our educational workshops. The successful applicant will thrive collaborating in a small team, working independently, and using their own initiative.

This role provides the opportunity for you to make your mark in the charity and education sectors. As you'll be a crucial member of a small team, your involvement will be extensive and broad and provides considerable opportunities for broadening your skillset.

## Job Description

### About You

We are looking for an education professional who can deliver our programmes to a very high standard. We are seeking a skilled facilitator and communicator who can engage with young people from a diverse range of backgrounds. Additionally, we are seeking someone who shares our values and is passionate about using education as a tool to support and empower young people and to stop knife crime.

We actively encourage people from a variety of backgrounds with different experiences, skills and stories to join us and influence and develop our working practice. We recognise the value a diverse workforce brings to a small charity, and we are especially keen for people currently underrepresented in our charity and the wider sector to apply.

Whilst we are seeking applications from people with the listed skills and experience, we understand that applicants will be stronger in some areas than others. If you only meet some of the criteria, we would still love to hear from you and would welcome an informal, non-judgemental discussion about your application.

### Main Purpose of the Role

As Education and Programmes Officer you will be responsible for the delivery and coordination of our anti-knife crime workshops to young people, to a high standard. You will work with the Regional Manager to ensure workshops at our London exhibitions (currently Islington and Barking & Dagenham) operate smoothly and consistently to serve young people through the achievement of quality outcomes and maximised engagement.

### Location

This post covers our two sites in Islington and Barking and Dagenham. The post will involve frequent travel between both sites and to other locations as necessary.

- Barking exhibition: The Foyer, 50 Wakering Rd, Barking IG11 8GN
- Islington exhibition: 245 St. John Street, London EC1V 4NB

As this post is delivery focussed, we regret we are unable to offer opportunities to work from home.

### Hours

35 hours per week, Monday-Friday, 09:30am-5pm.

Occasionally you may be required to work outside of these hours and will receive time off in lieu.

## Benefits

- Flexible working opportunities where possible
- 25 days annual leave plus 8 bank holidays
- Contributory pension scheme
- Cycle to work scheme with the Green Commute Initiative
- Personal development opportunities

## Salary and Contract

£23,000 - £25,000 per annum

The initial contract is for 2 years, but there is every hope and expectation that this will be extended. You will have our full support in making this a reality.

## Key Responsibilities

### Programme Delivery

- Deliver the Trust's anti-knife crime workshops to Primary, Secondary, PRU, AP and adult groups, following a set curriculum whilst adapting to meet the needs of the group
- Ensure the Trust's programmes are delivered to a high standard and guided by the user experience by dealing with comments, feedback and complaints promptly and cascading changes and innovations to the wider delivery team

### Programme design

- Ensure the Trust's programmes are guided by user experience by collecting, inputting and analysing survey data and working with the operations team to influence programme design and innovation
- Contribute to the Trust's continual development and assist with the development and delivery of new programmes, projects, and special events

### Workshop Coordination

- Conduct the day-to-day, logistical coordination of workshops across two sites
- Act as a point of contact for enquiries and bookings, and ensure all pre-visit information is captured
- Proactively seek out and maintain positive relationships with key stakeholders such as teachers and other practitioners
- Administer the Trust's internal CRM and bookings systems to keep records accurate and up to date and generate reports as necessary
- Act as a point of contact for the freelance team of facilitators and actors, building positive relationships to coordinate the staffing of workshops across two sites, maintain staff retention and escalate issues promptly to the Regional Manager
- Assist the Regional Manager with training, induction and ongoing monitoring of freelance facilitators and actors

### Other Duties

- Any other duties relevant to the role

## Person Specification

### Experience

- Significant experience of delivering workshops, education, or training to diverse groups of young people in an informal setting
- Experience of delivering structured education programmes and suitably differentiating according to young people's needs
- Experience of managing challenging behaviour and working with young people who have additional needs or SEN
- Experience of managing or coordinating multiple people and streams of work
- Experience of carrying out administrative duties, following processes and using a variety of online systems
- Experience of designing and creating learning resources and / or education programmes (desirable)
- Experience of training adults (desirable)

### Skills and Knowledge

- A skilled educator, with the ability to empower and educate young people to achieve ambitious learning outcomes
- A team-player who can build strong relationships internally and externally and represent the Trust in a positive manner
- Knowledge of knife crime and/or youth violence in London
- Knowledge of best practice of facilitation / teaching techniques that maximise engagement, participation, and inclusivity when working with young people

### Qualifications

- Formal qualification which recognises a broad skillset when educating and working with young people (e.g. qualified teacher, qualified youth worker or similar qualification)

## How to apply

Please apply via our website by sending a **CV** and a **covering letter** addressing the essential criteria outlined in the role's person specification.

Your covering letter should be no more than 2 sides of A4 (around 400 to 800 words).

For an informal discussion about the role or if you have any questions, please contact

**Tom Jewkes (Regional Manager)** | 020 8164 9998 | [tom.jewkes@benkinsella.org.uk](mailto:tom.jewkes@benkinsella.org.uk)