Job Application Form

Education Coordinator

We are looking for an ambitious individual, passionate about delivering real social change.
Dear Applicant,

Thank you for your interest in joining Ditch the Label. This pack includes the following:

- More information about Ditch the Label and the work that we do
- A job description
- Key responsibilities
- A person specification
- Technicalities and compensation

Please email your application to Sue@DitchtheLabel.org or post for the attention of Sue Jones to Phoenix House, 3rd Floor, 32 West Street, Brighton. BN1 2RT.

The deadline for submission is: **7th January 2022**
Initial interviews will take place the week commencing: **17th January 2022**

- Stage 1: Written applications (you're here)
- Stage 2: Initial interview with up to 2 members of the Ditch the Label team (held virtually)
- Stage 3: Final interview with CEO (in-person, social distancing allowing)
- Stage 4: DBS checks
- Stage 5: Your first day! (goals)

We aim to respond to successful applicants within 7 working days from the deadline. We are able to provide feedback for applicants who have progressed past Stage 2.

We look forward to receiving your application.

Yours faithfully,

Dr. Liam Hackett
Chief Executive Officer
About Ditch the Label and Our Work

We are Ditch the Label, the global youth charity. For over 10 years, we've been on a mission to help young people overcome the issues that affect them the most. Whether that's bullying, mental health, relationships, identity or the tough stuff in-between, we're here. We provide digital safe spaces, direct support, education programmes, public campaigns and world-class research.

We reach millions of young people each year through our website, online community and social media channels. Corporate partnerships are integral to our work at Ditch the Label, enabling us to develop new initiatives, scale existing support programs and reach more lives with co-created campaigns and research reports.

We developed the Ditch the Label Education programme which launched in 2019 bringing much needed change and support to educators across the United Kingdom. All resources are solution based; completely free, complete and ready to deliver in the classroom. We know that in order to effect real change we must tackle the root causes of problematic behaviours and teach how to positively navigate tough issues. We have complete education modules on Bullying, Mental health, Digital Literacy and Mental Health and are now looking to expand our offering. To date, resources have been downloaded over 30,600 times, reaching thousands of students.

We are social innovators at the cutting edge of digital engagement with an unrivalled understanding of youth and the current and emerging issues. We have the expertise and global reach to support young people in ways that feel natural to them and young people tell us all the time just how vital and life changing our support has been for them.

At Ditch the Label, we are always ready to take on the next challenge. If you think you are ready to work in a fast-paced environment as part of a passionate and hardworking team, then we want to hear from you.

We encourage you to visit Ditch the Label Education at https://dtled.org, for more information about Ditch the Label and our work, please visit us at www.DitchtheLabel.org/about/.

About Our Culture
One of the things we are proudest of here at Ditch the Label, is the welcoming culture of friendliness and team work that we have created. We take our work seriously, but not ourselves and believe that people work at their best when they are at their happiest and in an environment that is chilled and relaxed. Walk into our office and you'll experience a light and airy buzz, with vibrant music, tons of breakout spaces, unlimited snacks and pretty much every combination of coffee you could ever imagine. We are proud to have a culture that permeates the values of Ditch the Label; we're judgement free and here to support everyone in being their best possible selves.
Job Description

For over a decade, we have pioneered the delivery of digital support directly to young people. Our education programme began after we were inundated with requests from schools and colleges for resources to help them combat bullying in the classroom. As our Education Coordinator, you will be responsible for building on this success with the research, development and evaluation of innovative new resources for educators so they can be used to target a wide range of specific issues affecting young people.

In addition, you will help broker new and existing relationships with educators and help oversee the delivery of educational resources; to include short activities, lesson plans, tool kits, assemblies and wider bundles of whole school participation resources.

Personal Attributes

You will be overseeing our arm of offline interventions and will work closely with other members of the team; from digital support and content development to partnerships and communications who will each support you in your role. The ideal candidate will enjoy taking responsibility and have a drive to produce innovative and fresh resources and a genuine passion to combat the myriad of issues affecting young people.

This role is ideally suited to somebody who has, or is possibly looking to take a break from teaching and an opportunity to apply their skills in a full-time capacity. Note that training will be provided and we are not expecting you to have complex knowledge about youth issues, however a genuine passion and interest to combat youth issues is essential.

A proven track record in teaching is essential along with the ability to produce high quality and impactful teaching materials.

Key Responsibilities:

- The creation of new youth focussed resources
- Researching and developing resources and guidance on how to implement new resources for teachers to deliver for young people aged 13-18
- Evaluating pre- and post- intervention data to measure success and impact
- Reporting on impacts to the CEO and to our partners
- Overseeing the delivery of resources and occasionally delivering them directly to schools and colleges nationwide
- Working directly with educators to deliver training and guidance wherever necessary
- Building and maintaining relationships with schools, colleges and other stakeholders of our offline interventions
Person Specification:
You are charismatic and passionate about delivering real social change. You believe that difficult youth issues can be combated with the right emphasis on innovation. You have a clear track record of delivering educational materials to young people in the United Kingdom and are well experienced at designing resources; such as classroom activities and lesson plans.

- A bachelor's degree or equivalent in teaching
- A clean criminal record
- Direct experience of designing and delivering educational resources to young people aged 12-18
- A solid understanding of the unique challenges teachers face when combating youth issues such as mental health, bullying, low self-esteem and identity within the classroom
- An understanding of young people and the challenges they face
- A genuine passion to help young people and alignment with the values of Ditch the Label
- The ability to work both independently and as part of a supportive team, with self-management and excellent presentation skills
- Experience with delivering PSHE curriculum

Experience:
- Demonstrable classroom-based teaching experience within secondary schools, high schools or colleges.
- Proven track record of researching and developing educational resources and lesson plans

Particulars and Benefits
- Place of work: Brighton UK.
- Working week: Full-time (37.5hrs per week with a paid 60-minute lunch break). Part-time hours will be considered for the right candidate.
- Salary: £28k - £30k PA depending upon experience.
- 28 days of fully paid annual leave plus your birthday off! (Pro rata for part-time role)
- Work from home days
- R&R days
- Discretionary ‘early finish’ Fridays
- Team socials
- Free Spotify Premium
- Free snacks and drinks 😋
- Free Ditch the Label merchandise and occasional gifting from partners
- Some opportunities to travel and attend invite-only press/partner events
- Company pension scheme

Please continue to the next page for the application form.
Application Form

Please submit your application form, CV and cover letter via email to: Sue@DitchtheLabel.org. We are unable to accept incomplete application forms. Please feel free to use additional space to complete your application.

About You
1. Name:
2. Phone number:
3. Email address:
4. Postal address:
5. Have you received any criminal convictions? Yes/No

As a charity working with young people aged 12-25, an enhanced DBS check is compulsory for all staff, trustees and volunteers at Ditch the Label.
6. Do you need a work permit to work in the UK? Yes/No
7. Please list the skills and experience you will bring to this role

Your Experience
2. Notice period if applicable:

Your Interest in Ditch the Label

Why are you interested in joining Ditch the Label team?

If you could change one thing about Ditch the Label, what would it be and why? (100 words max)

What are some of the unique challenges teachers currently face when it comes to delivering PSHE curriculum? (250 words max)

How do the teaching needs of young people aged 13-15 differ from those aged 16-18? (250 words max)

What are some of the most important factors to consider when creating impactful educational resources for teenagers? (250 words max)

What is the best way to deal with disruptive pupils in the classroom?

Finally, in 280 characters or less, why are you the perfect fit for this job?