



CHALLENGING YOUNG PEOPLE TO  
BE LEADERS OF THEIR OWN LIVES



# JOIN OUR TEAM



# ABOUT REACHING HIGHER

Reaching Higher is a youth organisation which works with almost 2000 young people aged 10-25 each year across Croydon and surrounding boroughs.

Developed in partnership with local churches, we are a youth-led charity with a Christian ethos (although we work with young people and partners of all faiths and none).

We place particular emphasis on providing trauma-informed support to young people and facilitating their development as leaders.

We have established strong links with key local, London and UK-wide organisations and our approach leads us into regular working contact with partner schools, community groups, statutory services and churches.

# **YOUTH VOICE DEVELOPMENT OFFICER (12 MONTH INTERNSHIP)**

Location: Croydon, London

Hours: 35 hours per week. Flexible working required including weekends.

Salary: £26,936 per annum (London Real Living Wage for 2026)

Line managed by: Head of Contextual Youth Work - Community

We are looking for a committed, empathetic and passionate individual with experience in the youth work sector (this could be in a voluntary capacity). The successful applicant will understand our values and culture as an organisation and will demonstrate a strong desire to contribute to Reaching Higher's vision to empower young people to be leaders of their own lives.

This is an exciting new role at Reaching Higher and has been designed to support the embedding of Youth Voice across Reaching Higher's school and community-based activities, as well as amplifying Youth Voice with Reaching Higher's partners and stakeholders. The purpose of this role is to support opportunities for young people to share their ideas and experiences, and co-design initiatives which will improve services for them.

This role is a 12-month internship starting in March 2026. It is part of the Rank Foundation's Time 2 Shine Leadership programme, and the successful candidate will need to commit to attending a range of training events throughout the year which are delivered by the Rank Foundation. Travel and accommodation will be provided. Please read more about the [Time 2 Shine Leadership programme](#).



# PERSON SPECIFICATION

- Experience in assisting in delivering projects for young people (this can be in a voluntary capacity).
- Knowledge of local needs of young people in Croydon and surrounding Boroughs, especially with regard to the impact of Covid19 and the cost of living crisis.
- Understanding of the risks and support required when working with socially detached young people.
- Excellent communication and interpersonal skills to engage and motivate a range of stakeholders, including stakeholders as well as young people.
- Able to plan and participate in group and one-to-one activities with young people (after full training).
- Ability to work flexibly and calmly in an intensive and responsive environment.
- Able to prioritise and organise own workload.
- An understanding of partnership working with statutory, voluntary and community groups.
- Ability to record and track young people's referrals and engagement using a digital management system

## ROLES & RESPONSIBILITIES

- Supporting Reaching Higher's Head of Contextual Youth Work (Community) to deliver and monitor our Youth Voice strategy.
- Supporting young people to co-develop and co-deliver Youth Voice training to a wide range of stakeholders (stakeholder relationships are managed by our Director of Strategic Partnerships and Heads of Contextual Youth Work).
- Supporting young people to attend facilitated meetings with key leaders across Croydon schools, statutory services and community organisations so their voices can be listened to.
- Planning and delivering training and support opportunities for Youth Board members and other young people each half-term.
- Supporting young people to plan and deliver youth-led events including our annual community meal.
- Mentoring a small cohort of young people (after full training).

# MONITORING & EVALUATION

- Completing all required documentation accurately and within agreed timescales to ensure that internal monitoring requirements are met.
- Dealing with sensitive and confidential matters in a professional manner and in line with data protection and confidentiality guidelines and policies.
- Supporting the improvement of monitoring and evaluation processes.

An Enhanced DBS check is a requirement for this role.

# OUR VALUES



EXCELLENCE



RELATIONAL



SIMPLICITY



TRUST



INNOVATION



YOUTH-LED



## TRUST

We extend trust across our teams and with the young people we engage. It is this type of trust that provides our staff, volunteers and young people with the platform to raise their confidence and sharpen their skills. We treasure and recognise that those engaging in our work trust us and believe that trust can transform lives.



## RELATIONAL

Being relational means being present, it means being attentive to those around us and seeing everyone for who they are. We are relational because we care about and value people. We are passionate about building genuine and long-lasting relationships that will flourish and impact the wider community.



## SIMPLICITY

We believe that less is more! Simplicity requires hard work followed by high levels of focus. Obtaining simplicity is easier said than done. Simplicity is our catalyst for growth and will ensure we remain accessible and well understood.



## YOUTH - LED

Young people have immeasurable amounts of innovative ideas and skills but can lack the experience that comes with age. At Reaching Higher we scaffold this by allowing young people to think as wildly as they can and support them to implement their own ideas in a safe and stimulating environment.



## INNOVATION

We believe that innovation is the key that unlocks new value. It is thinking about what is yet to be thought of and preparing new ways to thrive in the future. Innovation provides us with the ability to make an impact and change things for the better.



## EXCELLENCE

We believe in giving the best of ourselves in our pursuit to help change the lives of young people. We believe that obtaining a standard of excellence is a continual process and we intentionally reflect on how and why we do what we do.

# APPLICATION **GUIDANCE**

At Reaching Higher we want to provide those who are interested in working with us the best possible chance to submit a successful application.

We understand that applying for jobs can be nerve-racking and overwhelming at times. We also recognise that imposter syndrome can sometimes get the better of us! However, we want all potential candidates to feel supported throughout their application process and have created ten top tips for you to consider before applying.

1. Take your time! When applications are rushed and not personalised it can give the impression candidates are not interested in the role they are applying for.
2. Read the job description carefully and make sure you have a strong understanding of the job you are applying for so you can link this to your answers.
3. Do your best to provide specific examples of what you have done and how you believe this demonstrates you meet each requirement. Maximise this by using real experiences from your paid and or voluntary experience.
4. Sell yourself! You are unique and have a lot to offer and it is important that you make this known through your application.
5. It is important to remember that those involved in the selection process cannot guess or make assumptions about you.
6. Do not forget to double check and proof-read your application (or even better, ask someone else to) and check for any errors before returning it to us.
7. Before submitting your form, it's a good idea to take a copy for your own reference in case you need to resend anything.
8. Allow plenty of time to submit your form before the deadline, as late applications will not be considered.
9. If you are having problems submitting your application, please get in touch by emailing [info@reachinghigher.org.uk](mailto:info@reachinghigher.org.uk).
10. Lastly and most importantly, be yourself! At Reaching Higher we value each individual and care about 'the person' before 'the job role'. We want to get to know you and support you in becoming an amazing member of our team!



**Reaching Higher**

Samuel Coleridge-Taylor Centre, 194  
Selhurst Rd, London SE25 6XX

[www.reachinghigher.org.uk](http://www.reachinghigher.org.uk)  
[info@reachinghigher.org.uk](mailto:info@reachinghigher.org.uk)

Registered Charity: 1137915  
Company Number: 07266483