



## **Youth Programme Co-ordinator**

### **Recruitment Pack**

#### **Job Title**

Youth Programme Co-ordinator

#### **About QEST**

The Queen Elizabeth Scholarship Trust is a charity that transforms the careers of talented and aspiring makers by funding their training and education, creating pathways to excellence and strengthening the future of the UK's craft sector.

QEST has awarded £7.5 million to 900 individuals working across the UK in 130 different craft disciplines. From shoemaking to printmaking; glassworking to enamelling, we embrace craft in all its many forms and are proud to contribute towards its evolving tradition. QEST funding has provided an essential turning point for many of our Alumni, and we continue to support them throughout their career, offering opportunities for exhibitions, collaborations and commissions through our extensive craft network.

Alongside individual giving, we are reaching out to communities across the UK where there are barriers to participating in craft activities or learning about creative careers. In collaboration with key partners, we are inspiring a new generation of makers by offering opportunities to develop hand skills, meet professional craftspeople, and explore careers in craft and making.

QEST was founded by the Royal Warrant Holders Association in 1990 to mark the 90<sup>th</sup> birthday of HM Queen Elizabeth, The Queen Mother.

HM The King is the Charity's Patron.

***Tradition in Transition: Youth Journeys in Heritage Crafts*** is made possible with the support of The National Lottery Heritage Fund. Through this support, we are able to recruit a new post to support the project, which aims to help to drive diversity and inclusion within the craft sector in a meaningful way, working with partners across the UK to inspire young people and those from underrepresented backgrounds to contribute to this vital area of the UK's heritage. The project will also develop new digital content to help QEST reach new audiences and create a live digital archive of intangible cultural heritage skills.

## About You

The focus of the role will be supporting our new National Lottery Heritage Fund project by developing and delivering an engaging programme of activity for young people to meet the objectives outlined in the Activity Plan.

We are looking for a highly organised individual with excellent communication skills, experience in socially engaged or co-produced projects, and a background in the heritage and culture sector.

This is an opportunity for a proactive and motivated individual to play a key role in a growing organisation, developing new approaches, building relationships and leading on new strands of activity within a small team.

Please note that, as this role includes working with young people and volunteers, it will be subject to references and a DBS check.

## Primary Responsibilities

Responsibilities will include (but not be limited to):

- Budget management
- Monitoring, evaluation and data collection
- Ensure adherence to safeguarding, privacy, sustainability and EDI policies across all projects and partnerships
- Reporting and communications
- Champion QEST's work and this project across the sector, maximising the impact of the project and sharing key lessons with peers
- Deliver projects and events for 16–25-year-olds, as outlined in the Activity Plan, including:
  - Craft skills workshops and events in 3 locations
  - Online Kickstarter Mentoring
  - Craft Skills Case Studies
  - Digital Skills Library and Resources
- Develop new resources to support young people entering craft and conservation careers
- Work closely with the QEST Youth Board and EDI Champions to shape activity that is relevant and engaging to new audiences
- Act as the first point of contact for our national partners and project stakeholders

## Key day-to-day contacts

- QEST team, particularly Education and Partnerships Manager, Communications Manager and Grant Manager
- Project delivery partners
- QEST Alumni
- Other third parties and partners relevant to the role

## Person Specification

Experience should include:

- Delivery of multistrand programmes with external partners, preferably in a heritage or cultural context
- Commitment to increasing diversity and representation through projects and programmes, and experience of improving the accessibility of projects, communication, and management systems
- Coproduction or collaboration with young people and an understanding of the additional barriers or vulnerabilities faced by some groups and identities
- Applying and monitoring safeguarding policies and procedures
- Management of budgets, risk registers and project milestones
- Monitoring, evaluation and reporting of externally funded projects
- Use of a CRM/database system (preferably Salesforce, although not essential)

Skills, abilities and attributes should include:

- Excellent written and verbal communication skills, with meticulous attention to detail
- Ability to work effectively within a small team; as well as independently (self-motivated with a pro-active attitude and initiative)
- Computer literate, including MS Office (Word, PowerPoint) and Excel (spreadsheets)
- Active knowledge of the heritage/crafts/art/education sector
- Ability and flexibility to adapt (and identify) new working methods as the organisation grows and develops

We are committed to inclusive hiring practices and removing barriers for those from under-represented communities, so if you do not meet the exact criteria outlined here but have the passion and attributes we are looking for, and feel you have other relevant experience, please apply.

## How to Apply

Please send a CV and cover letter outlining your experience and interest in the role to [jobs@qest.org.uk](mailto:jobs@qest.org.uk) by **5pm on Friday 24 April 2026**. Please include the job title within the email subject line.

Interviews, preferably in-person, will take place between 13-15 May.

Please note that you will only be contacted if you are invited for interview.

## Terms of Employment

**Contract:** Fixed Term until December 2027, 3 days per week

**Hours:** Normal working hours are 9am to 5pm, Monday to Friday. There may be occasional evening or weekend work for which time off in lieu will be given

**Location:** The Office is at No.1 Buckingham Place, Victoria, London SW1. We will consider flexible/hybrid working

**Salary:** £30,000 pro rata

**Reporting:** The Youth Programme Co-ordinator will report to the Education and Partnerships Manager

**Notice:** The initial three months of the appointment will be regarded as a probationary period. During this time one weeks' notice of termination may be given in writing by either party. On successful completion of the probationary period, the notice period to end the employment would be two months in writing by either party

**Holidays:** The entitlement to paid annual leave in the holiday year which runs from 1 January to 31 December, is 25 days (pro-rata), in addition to 8 bank and public holidays

**Sick Leave:** Statutory sickness benefits apply

**Pension:** Statutory workplace pension benefits apply (on completion of three-month probationary period)

**Safeguarding:** As this role involves working with children and young people, a DBS check and references are required before appointment

### **Equity, Diversity and Inclusion Statement**

QUEST believes that diversity of all kinds enriches its mission to support excellence and aspiration in craft and conservation. It is committed to achieving greater equity, diversity and inclusivity (EDI) across the organisation; its wider network and amongst those it supports and the wider British craft industry.

QUEST's Equity, Diversity and Inclusion statement can be seen [here](#).

### **Safeguarding**

We are committed to ensuring the safety and wellbeing of everyone involved in our organisation and the work we do. We believe that everyone, especially children, young people, and anyone in vulnerable circumstances, has the right to be kept safe from harm, abuse, and exploitation.

QUEST's Safeguarding statement can be seen [here](#).