

# The Summer Jobs Programme

## Frequently Asked Questions

### How will expressions of interest be assessed?

In addition to undertaking due diligence checks, UK Youth will assess the expressions of interest against the following criteria (*you will still be considered if you only meet some of the criteria*):

- Evident experience of recruiting and working with young people who are at risk of violence
- Existing and planned referral routes for recruiting up to 60 young people from the target demographic and location
- Ability to support the target demographic of young people throughout the programme
- Ability to build strong relationships with employers and workplace supervisors
- Evidence of experience and ability to commit to evaluation processes, including the randomised control trial element.

### Are young people paid?

Yes. Young people are paid £12.21 an hour for 5 hours a day, 5 days a week. This excludes breaks. An access fund of £5 per day per young person is also provided to reduce barriers to participation.

### What are the logistics of paying young people?

We are working with a payroll provider who will complete right to work checks and process timesheets and payments for the young people. This includes both the preparation week and the work experience. Young people will be paid on a weekly basis. Employers will be expected to complete a timesheet for the number of hours a young person has worked, and the young people will be paid for this number of hours.

Young people should have the right to work in the UK and you will be responsible for checking their documentation and supporting them to gather the correct documents if necessary.

## **Whose responsibility is it to source the work experience placements?**

UK Youth are responsible for this. We have dedicated staff resource to recruiting employers across the country. We are already working to source a wide range of appropriate work experience opportunities for young people this summer and these employer connections will be passed on to Local Delivery Partners. Local Delivery Partners are also encouraged to connect with local employers who would be happy to offer placements.

Local Delivery Partners will be able to offer employment placements within their own organisation. However, this must be meaningful work experience, and the workplace supervisor must not be a youth worker who is also supporting young people taking part in the programme. Please bear in mind, the number of 'free' charity placements is limited.

## **How do we get in touch with the work placements?**

You will receive contact information for each of the placements you are working with from UK Youth. It is essential that you get in touch with the placements in good time before the programme begins to start to build relationships with them. You will also be required to attend in person employer training in June, this is a perfect opportunity to meet face to face and begin to build a relationship.

## **What will happen in the preparation week?**

Session plans for all workshops that take place in the preparation week are provided by UK Youth. UK Youth operates on a core / flex model. This means that the core outcomes of the programme must be covered by youth workers. There will be suggested activities on how to meet the outcomes. However, there is flexibility to adapt these activities to the needs of the young people and the local delivery partner. Young people are required to attend 25 hours of workshops across 5 days. We recommend that this is split into smaller groups, run by the named youth worker.

## **How many young people are we expected to support throughout the programme?**

We will discuss and confirm delivery targets during contracting, with delivery partners asked to recruit around 60 young people and support 30 young people to complete the programme. All these young people must meet the eligibility criteria set out in the Programme Information document. Due to the barriers faced by

young people within the target group, young person non-completion is expected. Based on our learning running employment programmes before, we estimate that delivery partners will need to recruit approximately 80 young people to achieve the target completion rate of 30 in the control group and 30 in the programme group. Each youth worker should support a maximum of 15 young people throughout the programme.

## **When will the programme take place?**

The programme will occur during the Summer (beginning in July) and the six-week delivery period is designed to align to school summer holidays. There is some flexibility here regarding start dates depending on the young person's availability. Local Delivery Partners will be responsible for recruiting and onboarding young people from March and liaising with employment placement providers from May. The first week of the programme will be preparation, the week in which you will deliver pre-employment workshops to all young people and then in the following 5 weeks young people will complete their work experience. The programme will end with a celebration event, which usually takes place at the beginning of September.

## **What is the access fund?**

Each young person will be provided with £5 a day (£25 a week) to support them to access the programme. This could be to pay for travel, clothing, food, equipment, or anything else that they need to help them to access the programme. Youth workers should support young people to decide how best to spend this access fund. Local Deliver Partners are responsible for administering this access fund in the best way possible. This could be in the form of a travel card, equipment, food vouchers or other.

## **How much time is expected for the wrap-around support?**

Each young person is entitled to an initial one-to-one, 25 hours of preparation week activities and 3 in-person work placement check-ins from their youth worker. Some young people may need more support than this and this should be offered on an individual basis.

## **What are the reporting expectations?**

The Summer Jobs Programme is forming a research study to understand the impact of work experience on the rates of youth violence. Therefore, it is vital that you can commit to the evaluation requirements of the programme. This year of the programme includes a full-scale randomised control trial whereby only 50% of the young people recruited will take part in the programme, but all young people will

be required to take part in reporting. As a result, the programme is highly intensive, with numerous procedural requirements.

All young people, regardless of whether they are assigned to the control or programme group will be expected to complete surveys throughout the programme. We will also collect demographic information on the young people, as well as the young person's progress on the programme. All information is stored in compliance with GDPR regulations. There is also an expectation of remaining in contact with your Project Officer through attending monthly one-to-one calls and monthly regional catchup calls.

## **What happens if we don't meet the young person recruitment target?**

UK Youth are here to support you in all aspects of the programme. If it becomes evident that you are running behind on target, we will first put a support plan in place to help you increase your number of eligible young people. If this does not help, we can look at adjusting your target and funding to a more reasonable number. **The most important element of recruiting young people to this programme is that the young people fit the target demographic.**

## **What resources are provided by UK Youth?**

UK Youth will provide a full curriculum to be delivered to young people. The curriculum comprises 'core' and 'flex' elements. The 'core' elements cover the essential components to be delivered, and the 'flex' elements can be adjusted by the local delivery partners in response to the local context and young people's needs. A workbook will also be provided for young people alongside the programme.

UK Youth will also run training to support you with the evaluation requirements, recruiting the correct young people and supporting young people throughout the programme.

You will also have a dedicated Project Officer who will be your first point of contact. They can guide you through the requirements of the programme and the other resources available. They are also there to offer advice, support and help when things are proving challenging or difficult.

## **What training is provided?**

UK Youth will run three online Delivery Partner training sessions from February to April. The first will cover programme structure and expectations, the second in

March will cover programme logistics, young people onboarding, and the final session in April will cover curriculum and running the programme. These sessions will be mandatory to attend. Dates for these sessions are included in the Programme Information document. There will be a mop-up training session at the beginning of July for the seasonal youth worker. Applicants are advised to keep these dates in their diaries.

UK Youth will also run regional, in person, employer training sessions in June. This is the perfect opportunity to meet your allocated employers in person and build on your relationship with them.

Region	In person employer training date. All Delivery Partners are required to attend this training.
North East	3 <sup>rd</sup> June 2025
Yorkshire and the Humber	4 <sup>th</sup> June 2025
Greater Manchester	5 <sup>th</sup> June 2025
West Midlands	10 <sup>th</sup> June 2025
South Wales	11 <sup>th</sup> June 2025
London	12 <sup>th</sup> June 2025

### **What support can be offered to young people that are allocated to the control group?**

The control group is intended to be a ‘business as usual’ group and hence they should spend their summer doing what they would have done if the programme did not exist. We are currently working with the evaluator, IFF research, to work out exactly what this will look like. The final information will be shared during Delivery Partner training. All young people will be expected to complete a starter survey before the randomisation takes place. They will then complete the end survey at the end point of the programme. There will be an incentive to complete this survey.

## How much staff time should be dedicated to the Summer Jobs programme?

Based on learnings from successful staffing structures in 2024, UK Youth expect Delivery Partners to implement the following staffing structure. For information on each role responsibility, please see appendix A.

The funding provided is based on staffing for four key roles:

- **Programme Lead:** Working 57 days between February and September.
- **Support Worker:** Working 35 days between April and September.
- **Two Seasonal Youth Workers:** Each working 34 days between July and September.

Local Delivery Partners have flexibility in how these days are allocated across programme mobilisation and delivery. However, it is anticipated that July and August will require the most staff capacity during programme delivery, with significant time also needed in May and June to onboard young people effectively.

	End of Feb	March	April	May	June	July	Aug	Mid Sep
Programme Lead								
Support Worker								
Seasonal Youth Workers x2								

## How can I get in contact with you if I have further questions?

Please email [summerjobs@ukyouth.org](mailto:summerjobs@ukyouth.org) with any further questions you may have.