

KFC YOUTH FOUNDATION

YOUTH HUB ASSISTANT

JOB DESCRIPTION



Registered charity number 1163560 in England & Wales and SC046098 for Scotland

KFC YOUTH FOUNDATION FOUNDATION ADMINISTRATOR

Salary: £13,880

Time Commitment: 21 hours per week

Location: Middlesbrough KFCYF Hub

Reporting to: Youth Hub Manager

We have an exciting opportunity for someone to join our small but growing team as a Hub Assistant. This is a new role that will provide support across administration, marketing, and daytime holiday youth groups. It's a fantastic opportunity for someone who enjoys variety, wants to develop their skills in a community-focused environment, and make a real impact supporting both our team and the young people we work with.

Introduction

The KFC Youth Foundation is the corporate foundation that was setup in 2015 and is financially supported by KFC UK&I. The KFC Youth Foundation is a charity.

Mission

To empower young people in the UK to fulfil their potential by creating environments and experiences that make unlocking talent possible



Grant Making



Youth Hubs



Hatch

Since its inception the KFC Youth Foundation has made donations and grants of more than £10m. In 2021 we became a community grant maker, offering grants of up to £3,000 to grass roots organisations working with young people in their communities. Organisations who share the passion we have for developing young people. Since setting up the programme we have made grants to a value of £1.6m, supporting more than 20,000 young people.

In 2024 the Foundation took its first step into service delivery when it acquired its Youth Hub in Middlesbrough, which opened in early 2025. The Youth Hub is a safe space where young people can grow, meet friends and be supported by incredible Youth Workers. Hubs will allow the Foundation to have a deep impact in a local community.

Through the Hub the Foundation wants to feed the potential of young people ensuring they have access to nutritious food, culinary skills, food security, and community engagement through food. The goal is to make sure that young people have enough food to support their growth and development. We also want to nourish the talent of young people by providing opportunities for young people to explore and develop their talents. This includes engaging with activities such as employability, social entrepreneurialism, podcasting. The aim is to create environments that make unlocking talent possible and help them become future leaders.

In 2025 the Hatch programme was brought into the Foundation. This is an employability initiative aimed at supporting young people who are not in education, employment or training. The programme consists of employability training and 4 weeks paid work experience.



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Purpose of the Role

As the Hub Assistant, you will play a key role in ensuring the smooth running of our hub's operations. Your responsibilities will include providing general administrative and marketing support, assisting with the planning and delivery of daytime holiday youth groups, maintaining accurate records, and supporting the team with a variety of ad hoc tasks to help the hub and its programmes run efficiently.

Key Responsibilities

Administration Support

- Provide general administrative support, including managing emails, calendars, and records
- Maintain accurate databases, attendance registers, and contact lists
- Support booking systems, room scheduling, and resource management
- Assist with preparing documents, reports, and basic financial admin (e.g. invoices, expense tracking)
- Answer enquiries from parents, partners, and the public in a professional manner

Marketing & Communications Support

- Assist with planning and delivering marketing activities to promote programmes and services
- Create and schedule content for social media platforms and newsletters
- Update website content and promotional materials as required
- Support the design of flyers, posters, and digital marketing assets
- Help monitor engagement and maintain consistent branding

Daytime Holiday Youth Group Support

- Support the planning and delivery of daytime youth group activities during school holidays
- Assist youth workers in setting up, running, and packing down activities
- Help create a safe, inclusive, and engaging environment for young people
- Support behaviour management in line with organisational policies
- Engage positively with young people, encouraging participation and teamwork

Other Duties

- Undertake any other duties as reasonably required to support the smooth running of the hub and its programmes

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What we'd love from you

No formal experience or qualifications are required for this role and on-the-job training will be provided.

Essential:

- A personal commitment to the KFC Youth Foundation's mission to help young people achieve their potential
- Committed to our values of being collaborative, accountable, positive, and empowering
- Strong attention to detail and ability to process data accurately
- Trustworthy and reliable, with a strong sense of responsibility
- Strong communication skills
- Helpful, professional, and super organised
- Excellent IT skills and familiarity with Microsoft Office
- Willingness to learn and openness to feedback

Skills and Competencies:

- Personal effectiveness: Self-motivated with a strong sense of purpose and drive for achievement
- Emotional Intelligence: Able to work with clarity, openness, and emotional intelligence, with the highest levels of personal integrity and honesty
- Communication: Articulates ideas and expectations clearly, fostering a shared understanding among team members and stakeholders. Listens attentively to others, values diverse perspectives, and fosters a culture of open communication
- Collaboration: Able to forge and nurture partnerships and collaborative relationships with a range of organisations and stakeholders
- Problem Solving: Applies critical thinking and analytical skills to identify and solve complex problems, driving innovation and continuous improvement

Benefits

- Generous holiday entitlement (28 days, plus 8 bank holidays -Full time)
- Private Medical Cover
- Employee Assistance Programme (access to health and wellbeing support, including counselling)

Development and training

Safeguarding & Equal Opportunities

The KFC Youth Foundation is proud to be an equal opportunity workplace. We are committed to equal employment opportunity regardless of ethnicity, religion, sex, sexual orientation, age, marital status, disability, or gender identity. The KFC Youth Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

This post is subject to NSPCC Safer Recruitment and a Basic Disclosure and Barring Service Check.

How to Apply

Please complete the application form and send it to sarah.hunter@kfcyf.org.uk by 5pm on Friday 6th February. If you have any questions, please contact Sarah Hunter, Hub Manager, on sarah.hunter@kfcyf.org.uk