**Invitation to tender: Freelance Research Assistant**

Youth Access is seeking a freelance research assistant to conduct comprehensive desk research to identify high-quality learning and training resources that can be signposted to our members and community-based youth services who provide advice and counselling services to young people in the UK and have aspirations to expand into the wider Youth Access model. The successful candidate will compile over 100 links to relevant, reliable, and up-to-date resources.

**About Youth Access**

Youth Access is the national membership body that represents and champions organisations supporting young people. We are the voice of the youth advice and counselling sector, and we support young people to campaign for services and systems that meet their needs and fulfil their rights. Our members are advice and counselling services, also known as ‘early support hubs’, rooted in local communities all over the country, providing free, easily accessible and age-appropriate support on a wide range of issues to young people aged between 11-25.

**About the project**

Our organisation supports professionals who work directly with young people across the UK. We want to provide the community with access to current, evidence-based learning resources to enhance their service provision. This research project aims to create a comprehensive resource directory that can be easily accessed and utilised by our members, service managers and practitioners.

**Aim and outcomes**

The research project aims to create a comprehensive resource directory that our members, service managers and practitioners can easily access and use. This entails identifying resources that are not password or registration-protected.

The outcomes are for Youth Access to be able to provide its members with learning resources to enhance their service delivery provisions.

The research assistant will:

1. Identify over 100 quality resources across key youth support areas
2. Create a structured spreadsheet of resources with appropriate categorisation
3. Provide brief annotations for each resource

**Key resource criteria**

Evaluate resources based on predefined criteria: relevance to [specific subject], credibility of the source (e.g., peer-reviewed, authoritative institution), currency (published within [timeframe]), and accessibility (easily obtainable for the intended audience)

**Key resource categories**

Resources should cover, but not be limited to:

* Mental health / therapeutic services
* Advice and rights
* Data and evaluation
* Equity and identifying and responding to community needs
* Youth voice
* Youth work
* Safeguarding

**Deliverables**

A structured spreadsheet of over 100 resources with:

* + Name of resource
  + Name of organisation/publisher
  + URL
  + Brief description (10-50 words)
  + Target audience
  + Key topics covered
  + Type of resource (e.g., toolkit, webinar, guidance document, briefing paper)
  + Date of publication/URL last update

**Required skills and experience**

* Excellent research skills, particularly in desk-based/online research
* Knowledge of the UK youth sector and learning support services
* Excellent organisational abilities
* Attention to detail
* Ability to work independently

**Timeline and budget**

* Application deadline: [June 23rd]
* Project commencement: [June 30th]
* Submission: [July 30th - approximately 4 weeks after commencement]

The project budget is for a total of 5 days, amounting to £2,500. All expenditures, including materials and services, must be carefully managed within this limit to ensure cost-efficiency.

**To apply to this tender, please respond to** [**martha@youthaccess.org.uk**](mailto:martha@youthaccess.org.uk) **by no later than midday on Monday 23rd June 2025 with:**

1. Your CV highlighting relevant research experience
2. Your availability
3. A sample of previous relevant work (if available)

**Please note:**

* Youth Access is committed to maintaining a safe and secure environment for all staff and stakeholders, and the successful person/partnership will be expected to adhere to our Safeguarding Policy.

If you have any queries or would like to discuss this tender, please contact [martha@youthaccess.org.uk](mailto:martha@youthaccess.org.uk)