# Run Your Own Hope Hack

# HOPE COLLECTIVE

# What is a Hope Hack?

The Hope Hack events are all about changing the conversation, giving young people a voice and allowing them to explore and develop innovative solutions to societal challenges. Each event brings young people aged 14 to 24 together from communities across the United Kingdom. They'll work with each other in intensive workshops to generate ideas which they then present back to the wider group.

The top line issue we will explore this year is **poverty and inequality**. Through the Hope Hacks we are aiming to find out what a fairer society looks like to young people. The Hope Hacks are all about focusing on the solutions to poverty and inequality rather than the symptoms and causes. We will give young people a platform to share their solutions for creating a fairer society; these presentations will be recorded.

Alongside the Hack, we are running a survey to understand key issues which affect young people, gather their views on poverty and inequality within their communities and gain insight into the tools young people need in order to tackle these issues.

The ideas and solutions from the hacks will be incorporated as part of a report along with the survey data to create the biggest needs assessment into what young people think a fairer society looks like.

The Youth Management Group (YMG) are a group of 15-20 young people aged between 16-25 years, who steer the overall activity of the Hope Collective. Members of the group have attended one or more hacks in 2021 and can provide support to the host.

The role of the YMG at the Hacks is to:
- Support with logistics on the day, including set up, welcoming guests and lunch prep
- Co-host hacks. Many YMG members have co-host Hacks in 2021
- Provide support in the lead up to the event
- Support with recruitment of speakers and panellists

Details on how to get in touch with the YMG are detailed at the end of this document.

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The core Hope Hack events will be led by the Violence Reduction Units across the country. However, if any other organisations would like to run their own Hope Hack , we welcome you to do so. Simply submit the form on our website to let us know you are interested and we will get in touch with more information.

# Hope Hack Event Lead Responsibilities

- ☐ Booking venue and catering
- ☐ Organising AV for the event including recording the session in the main room
- ☐ Securing and briefing speakers and panellists
- ☐ Registration management and event promotion
- ☐ Recruiting and briefing facilitators
- ☐ Confirming two young people to hosts the event
- ☐ Assigning a Safeguarding Lead for the event
- ☐ Creating, ordering and printing any resources needed for the event
- ☐ Writing an event risk assessment
- ☐ Sending event comms to attendees (booking confirmation, event reminder and post-event)
- ☐ Liaising with UK Youth about getting support from the YMG
- ☐ Sharing information collected at the event with the Hope Collective after the event e.g. images of workshop activities, photos from the event and event recording

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# Event Requirements & Recommendations

## Attendees

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**Requirements**
- Aim to reach 60 - 80 young people
- Each group will need 3 -5 minutes to share the ideas and solutions at the end, so make sure you factor in enough time depending on your numbers.

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**Recommendations**
- If you have a wide range of ages, create workshop groups based on age as the needs of the group and topics of discussion will likely vary depending on age and life experiences.
  - For example under 18s groups and 18+ groups.

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## Facilitators

- Facilitators work with the groups of young people to deliver the hack workshops.
- They take their group through various activities to facilitate discussions and help the group develop the ideas and solutions they'll present to the wider group at the end of the event.

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**Requirements**
- Two facilitators are needed per group, so you will need between 12 and 16 depending on your numbers.
- You will need to arrange a briefing call for facilitators to go through the activities they will be delivering
- Please ask facilitators to confirm that they have a DBS/Access NI/ PVG/Disclosure Scotland number. Facilitators without this should be paired with a member of staff who has one.

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**Recommendations**
- Try to recruit a few additional facilitators, or have some people on standby who can jump into this role in case there are any last minute drop outs
- Consider getting some members of the Hope Collective Youth Management Group involved to support with facilitation.
- Have a couple of members of staff available to helps on a pastoral basis as some groups may need additional support due to the needs of the young people in their group

## Speakers and panellists

- The first section of the day is all about setting the tone of the day and providing some context around the theme of poverty and inequality.
- The inspirational speaker and panel discussion helps kick off discussions and supports the attendees to understand the theme and other topics which relate to poverty and inequality (for example education, mental health, housing etc.)

**Recommendations**
- Prioritise younger speakers and panellists who are doing work in this area where possible.
- This has worked particularly well in the past and establishes that Hope Hacks are all about young people leading the conversations.

### *Inspirational speaker*
- The inspirational speaker is invited to share their story
- Securing a high profile speaker may support with the promotion of the event

**Requirements**
- The ideal inspirational speaker will be able to engage and inspire the audience and give them some points to reflect on and take to in to their hacks/workshops

**Examples**

Hope Hack inspirational speakers in 2021
- Patrick Hutchinson - Activist and Author of 'Everyone Versus Racism'
- Paul Canoville - Ex-Chelsea Footballer, speaker and author of 'Black and Blue: How Racism, Drugs and Cancer Almost Destroyed Me'
- Councillor Kate Nicholl - Lord Mayor of Belfast
- Graeme Armstrong - Author of 'The Young Team'
- Wes Cunliffe - Inspirational Speaker and youth worker

*Panellists*

A good panel is diverse and includes people from different backgrounds, with different experiences, ideas and opinions

Previous panels have included: young professionals, students, activists, youth group members, youth board members, subject matter experts, representatives from charities and organisations doing work in the area, and people who generally have an interest or passion for the topic being discussed

**Recommendations**
- Aim for around 4 speakers on your panel.
- Prepare 6 - 8 questions for the panel, however the number of questions that you use will of course will be dependent on your timings.

**Examples**
- Here is an example of some of the questions you could use. You may wish to come up with your own, or work with the Hope Collective Youth Management Group to design new questions

## Event Hosts

- The role of the hosts is to help the event run smoothly and to time.
- They will make the attendees feel welcome, energise the crowd, introduce speakers and ensure that everyone knows the plan for the day.
- We also ask the hosts to promote the @DayOfHopeUK Instagram and @hopecollective2 twitter accounts and encourage attendees to spread the word about the event.

**Requirements**
- You'll need at least two hosts.
- One of the hosts can also chair the panel discussion.
- Ideally the hosts will be young people as the event is for young people it is important that they are at the heart of all aspects of the event.
- At least one of the hosts should be from the area that the event is taking place in. They will have an understanding of some of the local issues and topics which may come up in discussion.
- Put a catch up in with the hosts before the event to go through their role. Use this as an opportunity for them to meet before the event and ensure they are fully prepared.

**Recommendations**
- In 2021 hosts from the local area were paired with a member of the Hope Collective Youth Management group as the YMG were able to land key messaging around the Hope Collective and the purpose of the Hope Hacks.

## Date
- The majority of 2021 Hope Hacks took place at the weekend.

**Recommendations**
- We'd only recommend holding a hack on a weekday if you have strong connections to schools, colleges and youth groups who you know will definitely be able to bring groups of young people to the event.
- Avoid school holiday as it is often a lot harder to get young people to attend

## Timings
- The Hope Hacks are full day events running from 10am - 5pm.
- There is a lot of content to fit in during this time and it is important that you allow enough time for the hacks (workshops) so that the groups can really develop their ideas and solutions.

**Recommendations**
- Timings can be shortened if needed. If necessary, shorten the first section of the day to allow more time for the hack and feedback
- The hack section of the day can be quite fast paced with a lot of content. You may want to add some team games or additional breaks to your sessions.

## Accessibility, Inclusion & Diversity

- These events are all about giving <u>all</u> young people an opportunity to have their voices heard. It is therefore important that your event is both accessible and inclusive.
- We want to ensure that we are creating inclusive and safe spaces for young people.
- Think about any additional steps you can take to make your event accessible and more inclusive for attendees.

> **Requirements**
> - Ensure that your venue is fully accessible.
> - Consider the needs of those who will be attending the event and make reasonable adjustments where possible.
> - Check the registration responses regularly to see whether any attendees have additional requirements or require additional support on the day.
> - It is important to ensure a diverse range of people are involved in all aspects of the event. This includes attendees, facilitators, speakers and hosts.

## Social media

> **Requirements**
> - At each event we want to ensure there is a social media presence to engage young people and other organisations.

> **Recommendations**
> - We recommend having a dedicated young person or youth worker who can take pictures and videos to upload to our social channels throughout the day.
> - We also recommend using some of the interactive tools on instagram and twitter such as polls, comment boxes etc to engage the wider audience.

- We will share logins for our Hope Collective social media pages along with guidance on how to use the Twitter and Social media accounts.
- The "Day of Hope" on 7th December will feature young people discussing "their hopes and what makes them feel hopeful". Any videos which you can record at the event and share with us will be appreciated.

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# Registration & Survey

## Registration

- As the Event Lead, it is your responsibility to manage the registration process and attendee data.
- The registration questions can be found [here](here)
- Please **copy** these questions into your preferred platform e.g. Google Form, survey monkey etc.

> **Tips**
> - Oversubscribe the event to allow for natural attrition

## Survey

- Alongside the hack events, we will be running a survey to understand how young people feel about a few key topics related to Poverty and Inequality.
- The findings from the survey will also be included in the summary report.
- If you are able to, please redirect people to the survey once they have completed the registration form. Alternatively, you could include a link to the survey in the booking confirmation email (see below for email templates).
- If we notice that there has been a low response rate from your event attendees, we may get in touch to ask you to push the survey link out again to those who have registered.
- We are keen to get as many responses to the survey as possible so we can get a representative picture of the views of young people across the country.
- [Link to pre-event survey](Link to pre-event survey)

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# Event Format and Content

## Example Agenda

| AM | | | PM | | |
|---|---|---|---|---|---|
| | 9.30 | Registration | | 13:00 | Post lunch energiser |
| | 10.00 | Welcome | | 13:15 | Prioritisation matrix & build on ideas |
| | 10.10 | Inspirational speaker/ Panel | | 13.45 | Prepare to present |
| | 10.40 | Hack workshop intro | | 14:30 | Move back to main room |
| | 10.45 | Move to breakouts *Ice breaker & water, fruit, snacks in rooms* | | 14.35 | Presentation of ideas |
| | 11.00 | Research Wall & discussion | | 15.15 | Wrap up and close |
| | 11:45 | Ideation | | 15.30 | End |
| | 12:15 | Lunch | | | |

## Content

- Hope Hack Session Plan Template
  - The session plan has been created to break down the format and provide guidance on what is involved in each activity.
  - Feel free to **make a copy** of this document and amend to suit the event you will be running.
  - Use this document to brief the facilitators so that they know what they need to cover in their sessions.
  - It is important that facilitators support with capturing photos of post-it notes, posters etc. from their sessions, so that we can include the ideas that their group had in the report which will be produced at the end of the event.
  - Please ask them to email these images to you.

## Research Wall

- You'll need to create 10 - 12 research wall posters and print them on A3 paper.

- We've included some examples and desk research on poverty and inequality in the 'useful documents' section of this document.
- A set of posters will be needed for each group

## Hack Activities and aims

| | Activity | Who/Where | Aim/Purpose |
|---|---|---|---|
| **AM** | WELCOME | Hosts / Main Room | Kick Off the event. Explain the purpose of the event and what we hope to achieve. |
| | INSPIRATIONAL SPEAKER<br><br>PANEL DISCUSSION | Hosts/Main Room | Share their stories and make the link between the theme of poverty and inequality.<br>Introduce key topics related to poverty and inequality in an engaging way.<br>Provide context around the theme attendees will be exploring later on in the hacks.<br>Inspire ideas and begin discussions which the attendees can continue in their workshop groups. |
| | **Break** | | |
| | INTRO TO HACKS | Host/ Main Room | Build energy back up following the break.<br>Provide a very brief overview of the phases they will go through in their groups.<br>Remind everyone of what we hope to achieve as a result of the hack. |
| | *Move to workshops* | | |
| | INTRODUCTIONS<br><br>RESEARCH WALL | Facilitators/ Workshops | Bond as a Team.<br>Continue exploring the theme of poverty and inequality by looking at research, stats and headlines.<br>Discussions around what stood out to them and reflections on their hopes for their community.<br>Understanding of key topics related to Poverty and Inequality and what is important to the group. |
| | **Lunch** | | |
| **PM** | IDEATION Round 1<br>*MORE IS MORE* **ACTIVITY** | Facilitators/ Workshops | <u>What are the key issues and topics?</u><br>Get the group to think of as many responses to the question: *Which aspect of poverty and inequality matters to you the most?*<br>Discuss the responses as a group and find any recurring topics which they might want to explore as a group. |
| | IDEATION Round 2<br>*SUNFLOWER* **ACTIVITY** | Facilitators/ Workshops | <u>How can those issues and topics be solved?</u><br>Come up with ideas and solutions to tackle the key issues and topics identified in ideation round 1. |
| | PRIORITISATION MATRIX<br><br>BUILDING ON IDEAS | | Identify the solution or solutions the group would like to focus on.<br>How will it work? What resources are required? What will be the impact? How long will it take? |
| | PLANNING TO PRESENT | Facilitators/ | Preparation for presenting ideas back to the wider group |

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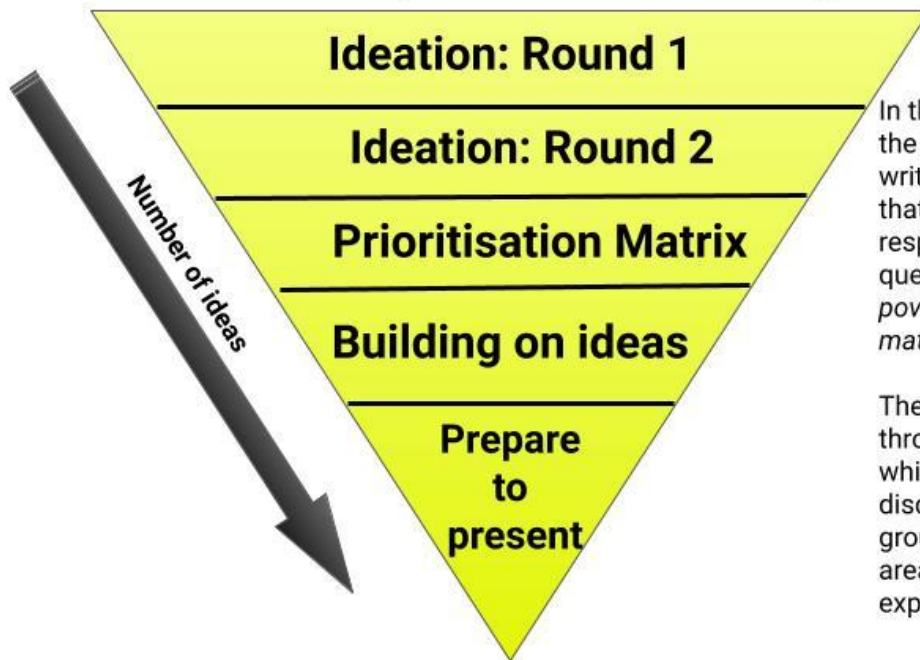| THE IDEA | Workshops | |
|---|---|---|
| *Feedback of Ideas* | Hosts/Main Room | Present ideas to the wider group. All presentations will be recorded and included in the final report. |

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**How does it work?**



**Hack Phases**
These are the steps the group will go through to develop the ideas
and solutions they will feedback at the end of the day

Ideation: Round 1

Ideation: Round 2

Prioritisation Matrix

Building on ideas
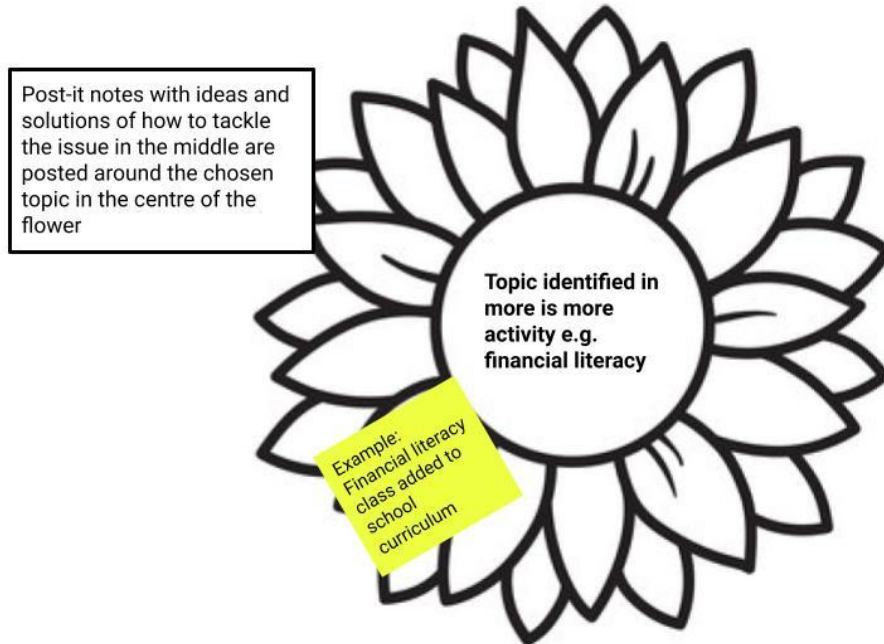
Prepare
to
present

Number of ideas

In the first round of ideation the group is encouraged to write down as many things that come to mind in response to the prompt question: *Which aspect of poverty and inequality matters to you the most?*

The group then works through different activities which will encourage group discussions and help the group to decide on the key area they would like to explore and find solutions to.
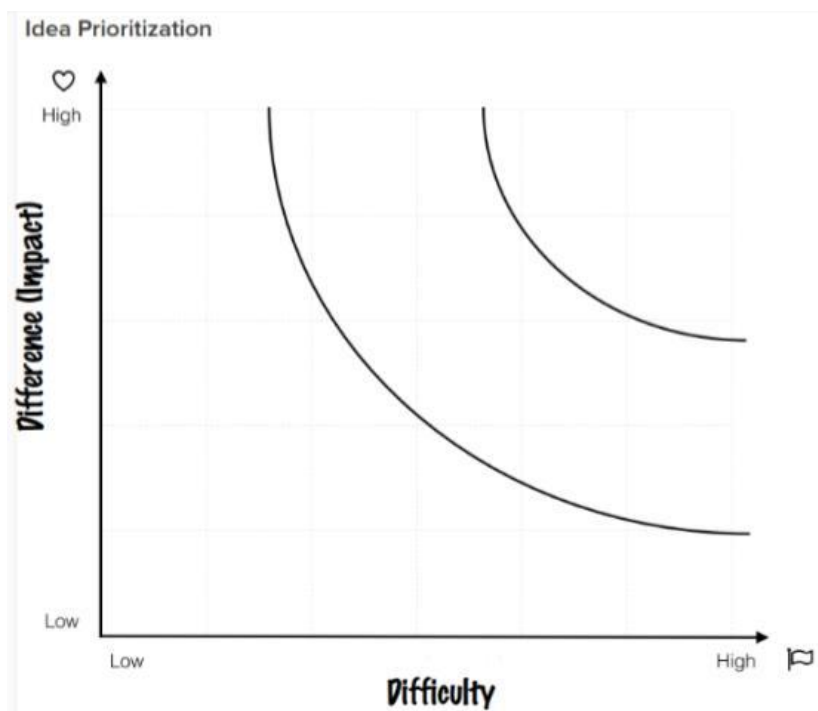
## Sunflower Activity

Post-it notes with ideas and solutions of how to tackle the issue in the middle are posted around the chosen topic in the centre of the flower

Topic identified in more is more activity e.g. financial literacy

Example: Financial literacy class added to school curriculum

## Prioritisation Matrix

This activity helps the group think about how tangible their idea is by considering the impact it will have, how long it will take and how difficult it will be.

Idea Prioritization

Difference (Impact)

High

Low

Low          High

Difficulty

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# Venue and AV requirements

You will need:
- Main Room
  - ○ The space should be able accommodate all attendees in theatre layout
  - ○ If you are tight on breakout spaces, the main room could double up as one of your breakout areas
  - ○ **AV needed:**
    - ■ Screen/projector, speakers, lectern with mic (optional), handheld mics for panelists and hosts.
    - ■ You will also need to be able to **record** the sessions in the main room, most importantly the last part of the day when the groups present their ideas and solutions. This can simply be a static camera on a tripod.
    - ■ It is important that the recording clearly picks up the audio from the microphones.

- Breakout rooms
  - ○ 6 to 8 breakout spaces for the hack/workshop portion of the day
  - ○ The number of breakout rooms is dependent on the number of attendees you are expecting. We'd recommend having 10 - 12 young people per group
  - ○ A screen/projector is not essential in these spaces, but can be nice to have if available

- Catering space

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  ○ If possible it's great to have a separate space where attendees can
    have their lunch
  ○ This can either be additional space at the back of the main room or a
    separate space

# Post event

- You will need to send the post-event email which will include the feedback
  survey.
- Save images shared by facilitators to this folder. Please create a folder for
  your event and then individual folders for each group.
- Save the event recording in this folder
- If you take any general photos at the event (not workshop activities), please
  save them here
- Share and save any other relevant data, images and recordings from the event
  with the Hope Collective.

# Timeline

These timings are simply a guide, the earlier you can open registration the better.

| Time scale | Action | ☑ |
|---|---|---|
| 12  weeks before | Set a date for the event | |
| | Begin sourcing venues | |
| 11 weeks before | Reach out to potential speakers and panellists | |
| 10 weeks before | Confirm venue booking | |
| | Set up registration page<br>Use this list of questions | |
| 9 weeks before | Confirm speakers and panelist | |
| | Source additional AV if required - make sure the session will be recorded | |
| 9 - 8 weeks before | Open registration - The earlier the better<br>Send out invitation emails (if you wish) | |
| | Send confirmation of booking email all registered attendees including the Hope Hack 2022 pre-event survey<br>Email Copy here | |
| 8 weeks before | Begin promoting the event within your networks | |
| | Recruit facilitators to lead sessions<br>*TIP: Set a date for the facilitator briefing so that you can invite facilitators to this session as they confirm their involvement* | |
| | Invite two people to host the event. | |
| Ongoing | Monitor registration numbers | |
| 6 weeks before | Ensure you have a designated safeguarding lead for the event | |
| 4 weeks before | Copy and update the event session plan to reflect | |

| | timings and content to reflect your event. | |
|---|---|---|
| 2 weeks before | Write a risk assessment for the event. Template example here<br>Work with the safeguarding lead to ensure that there is also a safeguarding risk assessment | |
| | Order any additional equipment you may need for the hacks e.g. post-it notes, pens, paper etc | |
| | Create research wall posters and print ahead of event | |
| 2 - 1 weeks before | Confirm venue requirements and catering | |
| 1 week before | Online Facilitator briefing - share any useful documents with them after. It may be useful to pair the facilitators up before the event and share the name of the person they will be working with ahead of the event. | |
| | Online Host briefing | |
| 2 days before | Send reminder email to attendees<br>Copy here | |
| **Hope Hack Event** | | |
| 1 - 2 days after | Send post event to email to attendees including feedback survey<br>Copy here | |
| 1 week after | Share and save information from the event with the Hope Collective. Use the folders in the 'useful documents' section to save the recording and any images from the event | |

**Here is another version of the timetable** which you can use as a checklist and to assign tasks to members of your team. Please make a copy before editing.

# On the Day Tips

## Registration - group allocation
- Allocate attendees to their workshop groups during registration and show them to the room they will be in for the workshops.
- We recommend splitting groups that arrive together up to allow greater diversity of thoughts and experiences, creating greater discussions
- Facilitators should be in their workshop rooms to welcome the attendees they will be working with to begin creating a rapport with their group, be a friendly and familiar face and support the group to bond.
- It may be helpful doing some introductions and icebreakers at this point - this may save facilitators
- If possible have some refreshments in the breakout rooms
- This helps to put the attendees at ease and helps ensure everyone knows where to go for the workshop section of the day

## Timings
- Factor in some buffer time in case the event doesn't start on time or there are other delays.
- Facilitators can use their judgement to work through the activities in their group. If they finish an activity before the timings on the session plan, they can move ahead to allow more time to prepare for their presentations.
- We'd recommend asking staff to arrive at the venue at 45 - 30 minutes before the event begins to do a briefing, do a venue tour and allow facilitators to set up their breakout rooms.

## Safety
- You may want to think of a way to make staff easily identifiable. For example providing coloured lanyards, name badges which stand out, t-shirts etc.
- Ensure there is at least one first aider at the event, this can be a member of staff from the venue
- To help reduce the spread of Covid-19  you could
    - Check temperatures as people arrive
    - Provide anti-bacterial gel and wipes throughout the building
    - Ensure the rooms are well ventilated

  ○ Remind attendees not to attend if they are feeling unwell, or have been instructed to self isolate
  ○ Ask staff to take lateral flow tests before the event

# Useful documents

Please ensure you **make your own copy or download** the documents below before making changes so that they can be used by other organisations

Hope Hack - Timeline and Checklist - Use to help with planning

Registration Questions - Use these questions on your registration form
Pre-event Survey - Share with all registered attendees before the event
Email Comms - Example copy you can use when emailing attendees

Hope Hack Session Plan - A breakdown of all activities. Share with facilitators

**Briefing template examples**
- Attendees Event Info Pack - Send with the pre-event reminder email
- Speakers & panellists
- Facilitators
- Hosts Talking points
- Example of facilitator training recording

Example questions for panel -

**Research Wall**
- Poverty and Inequality desk research from 2021 - This has been pulled together as a starting point. Feel free to use any findings or research you may have related to the topic which are specific to your area.
- Additional Desk research on other key areas explored in 2021 - We know that mental & physical wellbeing, housing & the environment, racism & division and education & employment, all impact poverty and inequality within our communities. You may also want to include some findings related to these areas in your research wall to support some of the group discussions.
- Blank poster template - You can use this template to create your research wall posters

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- Example of Research Wall Posters from 2021
  - [Education and Employment 2021](#)
  - [Racism and Division 2021](#)


[Hope Collective Logos](#)

**Slides**
- [Branded Slide Template](#)
- [Example 2021 slide deck](#)

[Risk Assessment example](#)
[Photography consent signage](#)
[Post Event Feedback Form](#)


**Recordings and images from 2021**
- [London 2021 -Poverty and Inequality](#)
- [Oldham 2021 - Mental and Physical Wellbeing](#)
- [Glasgow 2021 - Housing and the Environment](#)
- [Images from 2021 Hacks](#)


# Get in touch


If you have any questions about this document, please get in touch with
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If you would like to contact members of the YMG, please get in touch with
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