

British Youth Council



YOUTH ENGAGEMENT COORDINATOR

£25,927 PRO RATA (PLUS LONDON
WEIGHTING WHERE APPLICABLE)
28 HOURS PER WEEK / 0.8FTE

CLOSING DATE

9AM WEDNESDAY 3RD AUGUST 2022



WELCOME

I am so pleased that you are interested in joining our team. We are ambitious to support and empower more young people to find their voice and be heard on the issues that affect their lives and would love you to be part of this.

As the National Youth Council of the UK, we have a big responsibility to young people, and we take that responsibility seriously. Whilst we have much to be proud of in our history, we know that to remain vibrant and relevant to young people we must continually evolve. The key to this is putting young people at the heart of everything we do.

While the British Youth Council works with young people, and is led by a board of trustees who are all under 26, our staff team is a mix of ages and we welcome applicants of all ages and backgrounds. I am immensely proud to be CEO of this fantastic charity; after reading the application pack I hope you feel inspired to join us.



Jo Hobbs MBE, Chief Executive



ABOUT THE BRITISH YOUTH COUNCIL

The British Youth Council is the National Youth Council of the UK. A youth-led charity, we empower young people aged 25 and under to influence and inform the decisions that affect their lives. We support young people to get involved in their communities and democracy locally, nationally and internationally, making a difference as volunteers, campaigners, decision-makers and leaders.

We are young people - and our charity aims to help other young people, whatever their background or barriers they face, to make the world a better place for us all.

Our vision

A world in which every young person is empowered to create social and political change.

Our mission

As the national youth council of the UK, the British Youth Council brings young people together to find their voice and use it to improve the lives of young people. We work with others to amplify young people's voices to create an environment in which young people views are valued, sought and acted upon.

Our values

Youth led – young people are agents of change and will always be at the forefront of our work. As a youth-led charity, young people are our leadership through our governance structures. They lead and shape our work, and we support them to define their own action for change. We champion youth leadership across all sections of society, evidencing the benefits of engaging young people in decision making and delivery and supporting that to happen.

Collaborative – we actively seek to collaborate with others to make positive change happen. We seek to work with relevant partners to add value to our campaigns and activity, and to be more creative in our approach to making change happen with and for young people. And we recognise the skills, knowledge and experience of young people, volunteers, staff and partners, and strive to achieve more by maximising the opportunities that collaboration provides.

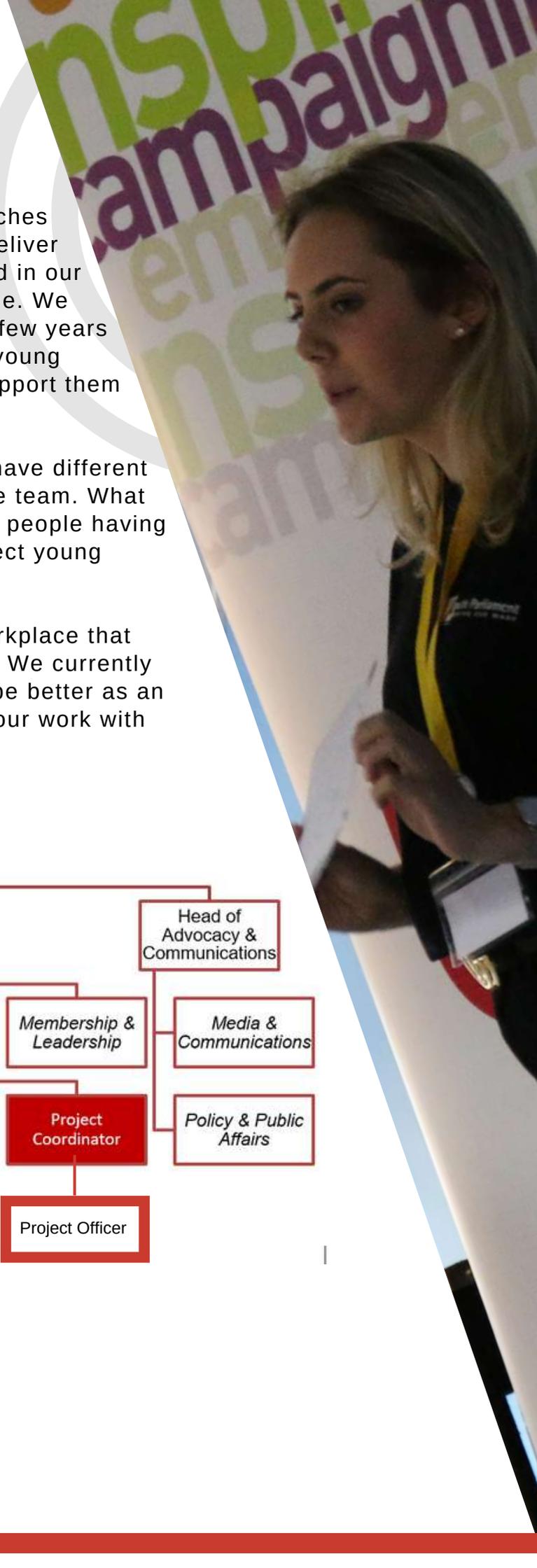
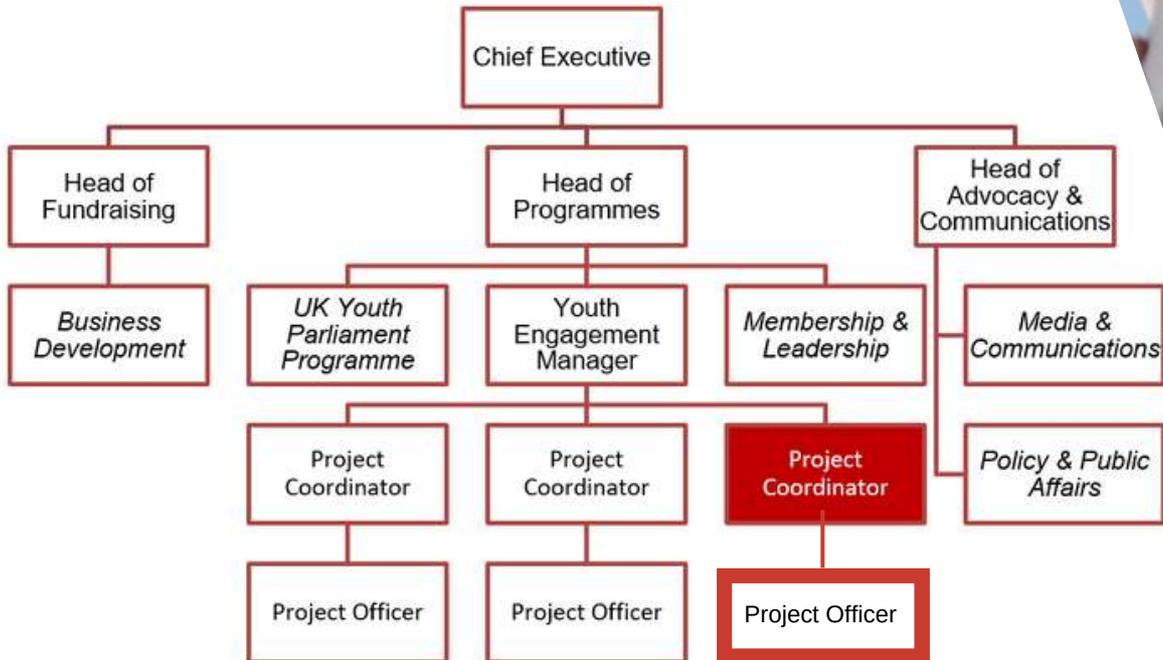
Inclusive – we respect and value diversity and act in a way that includes all. We ensure that all our activities are inclusive, recognising the needs of young people across different communities, and bring young people and partners together to learn from each other.

OUR TEAM

We are a small and passionate team that punches above our weight when it comes to what we deliver for young people. Some of our team are based in our London HQ, with other staff working from home. We are looking to expand our team over the next few years to deliver on our commitment to empowering young people to have a voice and to enable us to support them to access the platforms to be heard.

We all come from different backgrounds and have different life experiences which brings a richness to the team. What binds us together is our commitment to young people having the agency to influence the decisions that affect young people's lives.

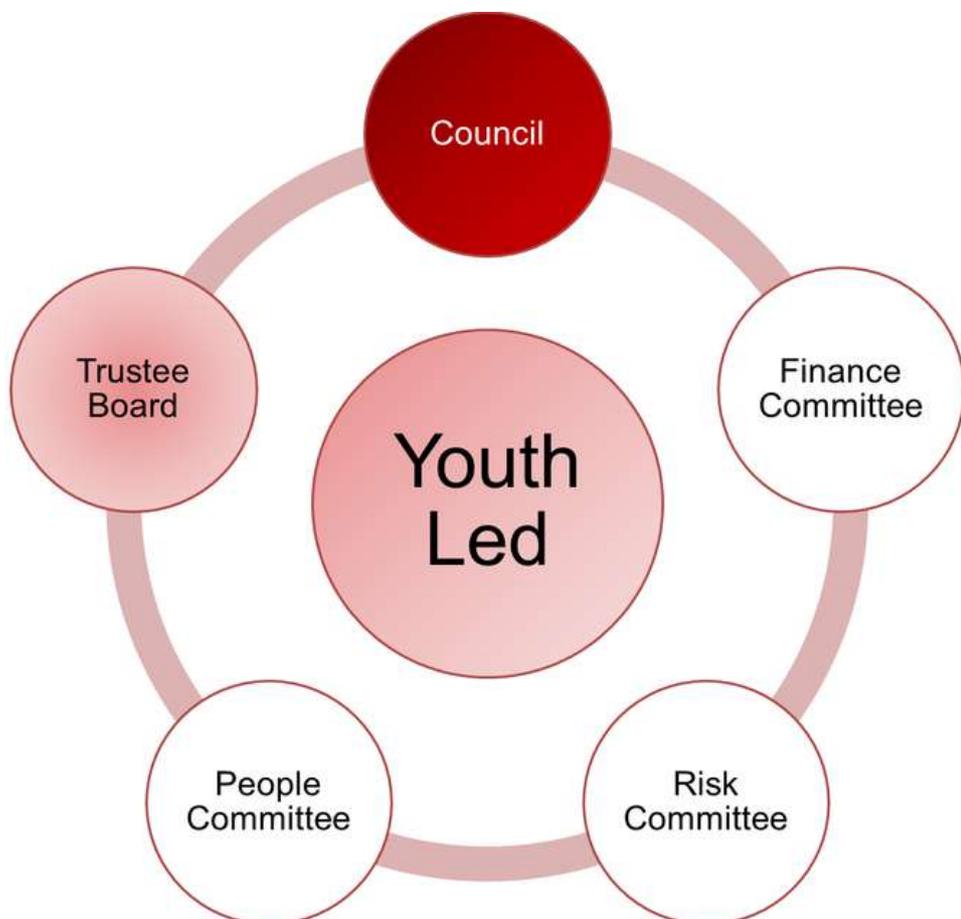
We are committed to creating an inclusive workplace that values and supports the diversity of the team. We currently have a working group looking at how we can be better as an anti-racist workplace and how that flows into our work with young people.



OUR GOVERNANCE

We live by our value of youth led, and this can be seen at the heart of decision making within our charity. As the national youth council of the UK, it is young people, through our Annual Council meeting, who elect members of the trustee board and decide upon the positions that the British Youth Council will take on issues that matter to young people. Our membership ranges from national youth charities like Girlguiding, St John Ambulance, and the National Federation of Young Farmers' Clubs, through to local youth councils.

Our Board are all young people who are passionate about giving young people a voice. They are responsible for the strategy and day to day governance of the charity, working in partnership with the Chief Executive. We are implementing the outcomes of a governance review which will ensure that young people are set up to succeed in this role and that our governance is in line with best practice.



THE ROLE

The Youth Engagement Team works with a range of partners to ensure that young people are getting a seat at the table on the decisions that affect their lives. Our current partners include NHS England, the Youth Futures Foundation, the Bank of England and the Careers and Enterprise Company. By bringing our expertise in youth engagement to a collaborative relationship with our partners, we ensure that young people are shaping services, changing policies and empowering their peers to get the services they have a right to receive. We are expanding the team as a result of an increase in funding and new partnerships. We also want to ensure that we can give a great service to young people and our partners.

| | |
|----------------------------|--|
| Reporting to: | The Chief Executive |
| Grade | NJC 19-26 |
| Responsible for: | Youth Engagement Officer (when funding allows) |
| Key internal stakeholders: | Programmes , membership, communications |
| Key external stakeholders: | Current funders, potential funders |

Overall purpose

- To lead on the delivery of new and existing youth engagement programmes working in partnership with key delivery partners and developing and maintaining strategic partnerships.
- To support meaningful and inclusive engagement, participation and development of young leaders across the youth engagement programmes.
- To champion youth participation and youth leadership and ensure that the voice of young people is heard in relation to decisions being made that affect them.

Main areas of responsibility

Project Management

To take the operational lead in planning and delivering our youth engagement partnership programmes including, but not limited to:

- Facilitating and delivering meetings with young people and other stakeholders as appropriate.
- Developing and delivering skills development sessions for young people.
- Ensuring individual young people receive the support they need to thrive in their roles.
- Where required, provide support and guidance to the Youth Engagement Officer to deliver tasks which support project and programme delivery.
- Ensuring projects are on track and the group(s) of young people have the support they need to achieve the outcomes they have defined.
- Implement and maintain project management systems, ensuring robust impact measurement is in place across all programmes.
- Coordinate and collaborate with our partner organisations.
- Work with colleagues to ensure appropriate links are planned between the Youth Engagement team's programmes and other British Youth Council programmes.

Financial Management

- Prepare and submit reports to funders on the work, ensuring that all requirements are met to a high standard.
- Share relevant information with the Youth Engagement Manager to support budget preparation, forecasting, monitoring and reporting.

Line Management

- Where appointed, manage the Youth Engagement Officer(s), providing regular support and supervision, and opportunities to develop.
- Commission and manage freelance facilitators as required by the programme, ensuring they are adequately briefed and supported to deliver sessions with young people.

Networks and Partnerships

- Manage the relationship with the relevant funders to ensure that each Forum is effective in influencing change within its sectors.
- Develop and maintain effective partnerships to support the furthering of our advocacy, awareness and participation activities.

Participation and advocacy

- Provide ongoing support and development opportunities to the members of our Youth Engagement programmes to ensure that they are able to be effective representatives.
- Enable young people to engage with and respond to relevant consultations and workshops in order to feed into their advocacy work. Work closely with the Policy and Public Affairs Coordinator to ensure a joined up approach.
- Ensure diversity and inclusion best practice is embedded in our work.

Communications

- Support young people's internal and external communications about the projects, helping them to evidence how they are representing the views of other young people.
- Work closely with the Youth Engagement Officer and the Communications team to develop a content plan for the British Youth Council web pages and social media channels to amplify the work of the Youth Engagement programmes.
- Promote opportunities for British Youth Council members to engage with the Youth Engagement programmes.

Wider Work of the British Youth Council

- To be an active and inspiring ambassador for the British Youth Council's brand.
- To be an effective member of the wider staff team, sharing ideas, collaborating with staff, young people and volunteers, to help make the British Youth Council the leading youth voice charity.
- To support the delivery of the British Youth Council's high profile, large scale events as part of the wider team, including but not limited to; the UK Youth Parliament Annual Conference and House of Commons Sitting, and the British Youth Council Annual Council Meeting.
- To conduct all activities in line with our values and in a manner that promotes and enhances the British Youth Council's work and reputation.

Additional information

- To undertake any other duties that may reasonably be required to fulfil the duties of this post.
- Significant evening and weekend working, including residential, is required for which time off in lieu (TOIL) can be taken, therefore the post holder must be flexible, able to work at weekends and stay overnight away from home.
- Event delivery involves long hours. The post holder must be resilient and able to manage their own energy levels in collaboration with the team.
- The role will involve travel within the UK, the cost of which will be covered by BYC.

PERSON SPECIFICATION

| <i>Knowledge</i> | |
|--|-----------|
| Youth participation and representation | Essential |
| Safeguarding principles and practices | Essential |
| Understanding of inequalities and barriers young people face in engaging in youth voice work | Desirable |
| <i>Experience</i> | |
| Youth work qualification or equivalent experience | Essential |
| Significant project management experience | Essential |
| Advocacy with and on behalf of young people | Essential |
| Working with funders - communicating, reporting, record keeping and monitoring progress against deliverables and KPIs | Essential |
| Developing and delivering workshops, training and meetings for young people | Essential |
| Managing budgets - preparing budgets, forecasting and financial reporting | Desirable |
| <i>Skills</i> | |
| Excellent organisation skills and time management | Essential |
| Written communication skills, including report writing and writing for digital channels | Essential |
| Stakeholder management with an ability to work with a range of stakeholders | Essential |
| Ability to learn, digest and communicate subject knowledge quickly and efficiently | Essential |
| Ability to bring a creative approach to engaging with and presenting information to young people | Essential |
| <i>Values and Behaviours</i> | |
| Supportive of the vision, mission and values of the British Youth Council | Essential |
| Committed to working in partnership with young people | Essential |
| Flexible approach to work with a willingness to be involved in tasks and projects across the organisation and a willingness to collaborate | Essential |

EMPLOYMENT DETAILS

Contract type

This post is 28 hours per week (0.8 FTE). The post holder will be required to work additional hours – including evenings and residential weekends – for which time off in lieu (TOIL) will be available. Overtime is not paid. It is a fixed term contract until the end of March 2023.

Salary

The salary for the position is £25,927 pro rata plus London Weighting if based in London. The salary range for this role is £25,927 to £30,094. It is our normal practice to appoint at the bottom of the scale but this can be reconsidered in an exceptional circumstance. We also match employee contributions to their pension up to 5% of qualifying salary.

Notice period

During probation the notice period is one week for both parties, and three months thereafter.

Probation

This post will be subject to a probationary period of 12 weeks (3 months).

Holiday entitlement

25 days of paid holiday per year plus bank holidays for full time staff. A pro rata leave allowance will be agreed at appointment. All staff are also able to request up to five days additional paid volunteering leave each year. After two years' service staff are eligible to request sabbatical leave.

Flexible working

We are committed to ensuring that our staff have a good work-life balance. Our core hours are 10am and 4pm, and working hours will be agreed with your line manager. We support homeworking for staff based in the office to manage life admin as well as to get some focus on those occasions when it is needed.

Location

We have a mixed model of home workers and those based in our London office, and so there is flexibility about where this post is based, including hybrid working for those based in London.

Medical and criminal records check

This post will involve access to young people and it is a requirement that you undergo a criminal record disclosure check.

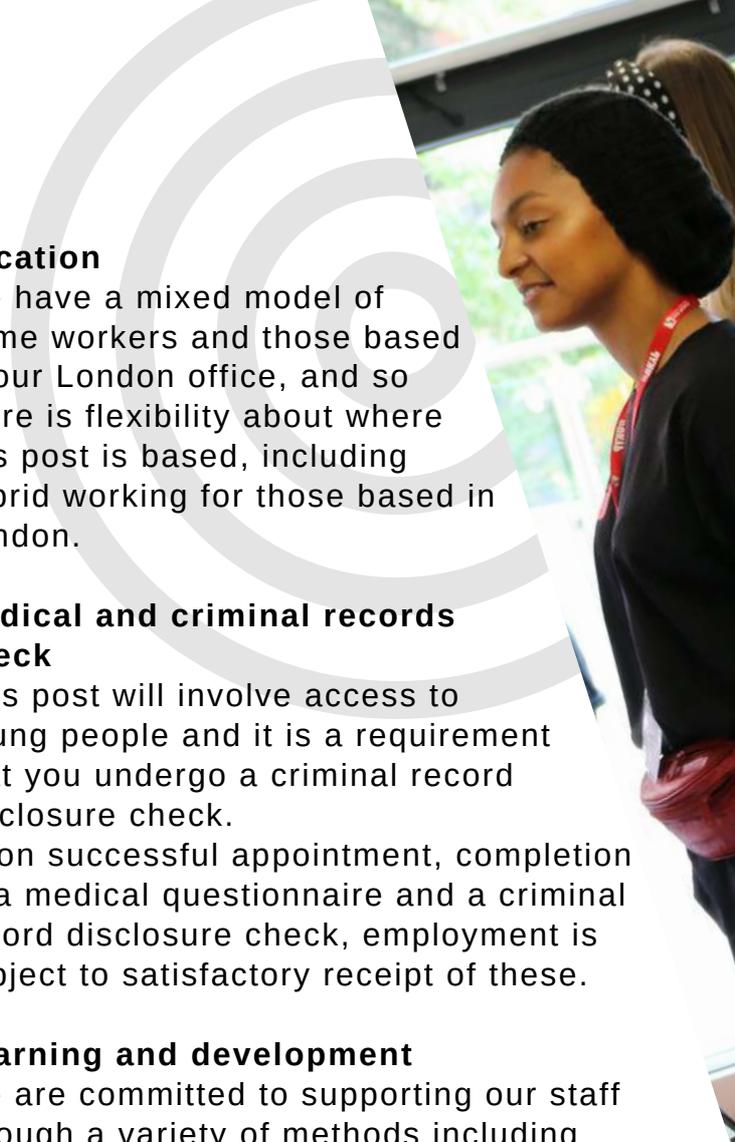
Upon successful appointment, completion of a medical questionnaire and a criminal record disclosure check, employment is subject to satisfactory receipt of these.

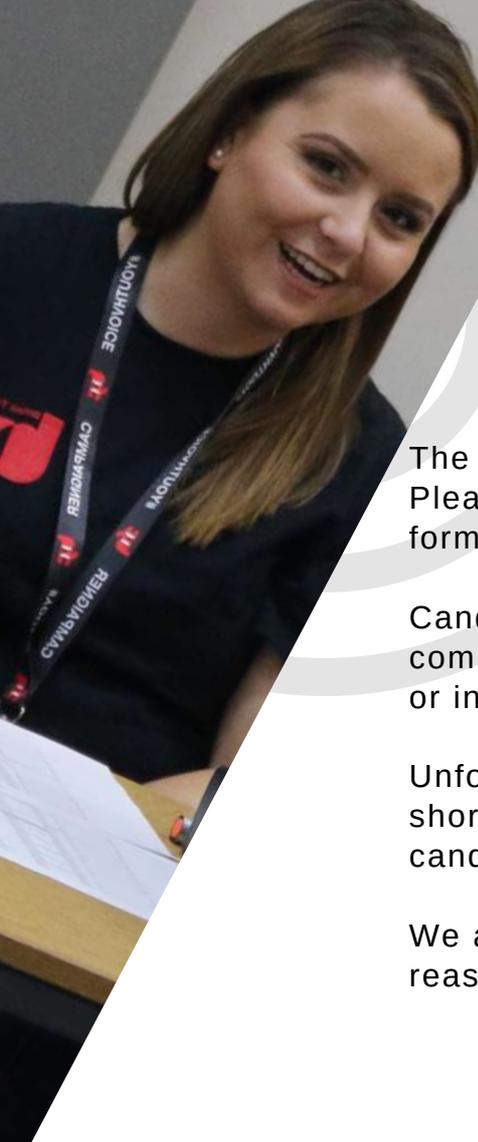
Learning and development

We are committed to supporting our staff through a variety of methods including coaching, mentoring, e-learning, shadowing and individual courses. Each staff member has a learning and development plan that is reviewed annually. Vacancies in the British Youth Council are advertised internally to encourage staff to progress their careers within the charity.

Staff support

All staff have access to an externally provided Employee Assistance Programme offering counselling and advice to both staff and their immediate family. All staff have a named line manager who provides regular support and supervision. We also have an enhanced sick pay package to ensure that our team feel able to take the time off they need to recover from illness without financial penalty.





HOW TO APPLY

The closing date for applications is Wednesday 3rd August at 9am. Please complete the application form and the diversity monitoring form and email them to jobs@byc.org.uk.

Candidates shortlisted will be invited to attend interviews week commencing 8th August. Interviews may be held remotely via zoom or in person at our London base in Vauxhall.

Unfortunately we are unable to give feedback to applicants not shortlisted for interviews. We do provide feedback upon request to candidates interviewed.

We are hoping that the successful candidate will start as soon as reasonably practicable.



The British Youth Council

E: info@byc.org.uk

W: www.byc.org.uk

Charity Number 1123224

Company Number 06226595

Registered Office

Unit N201a Vox Studios

1-45 Durham Street

London

SE11 5JH



bycLIVE



britishyouthcouncil



BritishYouthCouncil

