

## Job description: Youth Leadership Manager

**Duration:** Permanent

**Salary:** M3, London, £35,000

**Location:** Flexible

**Reporting to:** Network Development Lead

**Department:** Collective Action

**Key working relationships:** Youth Engagement Officer, Volunteer Engagement Manager, Research Specialist, Programme Leads, Designer, Collective Action Team Co-ordinator, Data & Impact Officer, Head of Partnerships & Impact (VM – part of the #iwill partnership team); youth organisations, young people and supporters across the UK Youth and #iwill Movement

### Purpose of the job

This is a great opportunity for someone who's passionate about changing the outcomes for young people and ensuring they are at the centre of our work.

You will work across the Collective Action Department to develop our ambitious plans to ensure young people are at the heart of everything we do. You will develop and mobilise networks of young people to have the skills and confidence to take action and develop agency in their local communities. Developing cross-sector partnerships, you will create innovative opportunities for young people to take the lead and develop mechanisms for them to engage in decision making at UK Youth.

Following a competitive process, Volunteering Matters and UK Youth have been successful in their consortium bid to deliver key support functions to enable the #iwill movement beyond 2020. Working with the Youth Engagement Officer you will oversee and develop the network of #iwill Ambassadors and Champions and be part of the wider #iwill team with Volunteering Matters to achieve the Power of Youth Impact goals. You will also work closely with colleagues at Volunteering Matters and the #iwill Partnership Board to engage and involve young people in youth social action opportunities.

### Why work at UK Youth?

UK Youth is a leading charity that exists to ensure all young people are equipped to thrive and empowered to contribute at every stage of their lives. We work with others to ensure that the youth sector is strengthened, supported, and that provision is youth-led, evidence-informed and delivers high-quality outcomes. UK Youth plays a unique role in addressing; the lack of investment in the youth sector, the lack of cross-sector understanding in how youth work makes a difference and the limited opportunities to embed effective solutions. These factors lead to mass inequality of access to youth services for young people.

### Key responsibilities

- Delivering UK Youth's youth engagement strategy and working with colleagues across UK Youth, and the wider UK Youth movement to integrate youth action and voice across our

collective action activity, policy influencing, design and delivery of programmes and governance.

- Manage the development and delivery of the #iwill Ambassadors and Champions programme include the recruitment, development and support to young people from across the UK
- Work closely with the #iwill Co-ordination Hub and the Evidence and Insights Lead to ensure that young people's views, experiences, and work is communicated clearly to wider stakeholders and to inform the evolution of the campaign
- Effectively line manage the Youth Engagement Officer, supporting them to ensure that young people, especially those from the most marginalised backgrounds, are able to meaningfully participate in the work of UK Youth and #iwill. This will include developing a range of opportunities for them to contribute as equal stakeholders
- Manage a detailed project plan to monitor and track progress against agreed KPIs and communicate this effectively internally and externally
- Ensure that all opportunities and activities are risk assessed and in line with internal safeguarding policies and procedures
- Identify ongoing opportunities to enhance the quality of youth engagement and leadership opportunities across the work of UK Youth and #iwill
- Be a champion for youth engagement, adopting a young person centric approach to the work of UK Youth
- Use agreed digital platforms to engage with communities and connect networks of young people across the UK Youth and #iwill Movement.

## Other area of responsibilities

- Ensure that all activity and engagement with young people complies with safeguarding legislation, policies and procedures
- Manage the scheduling of activity across project workstreams, ensuring project management processes are in place and reporting progress to internal and external stakeholders via meetings, written reports and presentations
- Maintain data and CRM of all organisations and young people who are part of the UK Youth and #iwill Movement
- Comply with data protection legislation and act responsibly on matters of data disclosure, both internally and to third parties
- Operate within the agreed business plan and budget to ensure that the Department objectives are met
- Attend and participate proactively in staff meetings, team meetings and other meetings as required including 121s and annual appraisals
- Work effectively with colleagues to achieve the aims and objectives of the charity
- Proactively contribute to the effectiveness of meetings, knowledge sharing and staff development
- Take reasonable care of their own health and safety and for that of others who might be affected by their work, as required by law and described in the relevant operating procedures and policies
- Undertake any other duties and reasonable requests that are in keeping with the nature of this post.

## Manager behaviours and expectations

All staff at UK Youth will demonstrate their commitment to our mission to ensure all young people are equipped to thrive and empowered to contribute at every stage of their lives. They will also be able to fulfil the below expectations and behaviours:

- Be committed to safeguarding principles and be willing to put the welfare of children and young people at the forefront of your work.
- An understanding and belief in the inclusion of all staff, partners and young people irrespective of race, gender, sexuality, age, religion, ability, identity, and experience
- Actively promotes and embeds an understanding of equity, diversity and an inclusive culture
- Able to provide detailed feedback to direct reports on performance and development areas
- Able to mentor and develop skills in others
- Able to support others to learn from mistakes and support wellbeing
- Able to delegate work effectively and provide practical support

## Person specification: Youth Leadership Manager

### Experience

- Experience of developing large networks of young people across the UK
- Experience working with and supporting a range of young people including disadvantaged and socially excluded young people
- Experience of developing programmes to mobilising young people and support them to unlock agency in their communities
- Experience of using digital platforms to engage networks and communities
- Experience of bringing together young people, cross-sector networks and decision-makers to work collectively toward a common aim and monitor progress.
- Experience of working with young people to co-design a range of activities including strategy/events/workshops/ campaigns.
- Experience following Safeguarding and Health and Safety policies and practices in the workplace
- Experience of using CRM/stakeholder management systems to engage with networks

### Knowledge, skills and understanding

- Understanding of the current issues facing young people
- Extensive knowledge and experience of youth participation and youth engagement practices
- Proven ability to build and manage relationships with young people and stakeholders at all levels
- Strong influencing and advocacy skills
- Proven ability to convey complex information in an accessible manner to a variety of audiences (including young people)
- Strong facilitation skills for a diverse range of audience, from young people to professionals

- Strong written and oral communication, experience of writing reports
- Good programme management skills with proven ability to plan and manage multiple, projects and activities

## Personal qualities

- A pro-active approach, self-motivated and enthusiastic with very high levels of initiative, innovative and imaginative thinking
- A passion for the youth sector and strengthening the UK Youth and #iwill Movement
- Excellent influencing and persuading skills
- Absolute discretion and ability to maintain confidentiality
- Robust decision-making skills
- High-level organisation, attention to detail and time management skills
- Ability to work well under pressure
- A 'can-do' and flexible approach with the ability adapt to changing priorities, including a willingness to travel and work irregular hours when necessary.

This post is subject to receipt of two satisfactory references, an enhanced DBS check and Right to work in the UK. Please note, this job description is subject to change. With any significant change, we will ensure this is discussed with you before any final approvals and or commitments.

This job description does not form part of your contract of employment. You may be required by the organisation to undertake any duties within your skills and capabilities, which the organisation reasonably considers necessary to meet business needs.