

## Job description: Design Officer

**Duration:** Permanent

**Salary:** O3, London, £28,000

**Location:** Flexible

**Reporting to:** Design Project Manager

**Department:** Design and Delivery

**Key working relationships:** Design and Delivery department, teams from across the organisation and external stakeholders

### Purpose of the job

Reporting to the Design Project Manager, you will create a positive impact on young people by supporting the design of provision for the youth sector and support the creation of youth development content and workforce support tools. You will be part of a team that thinks through problems and builds inclusive, deliverable and effective solutions.

### 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

- Support the Design Team to implement the design strategy to create high-quality provision for the youth sector
- Work closely with the Design Team to design a streamlined offer to strengthen the youth sector ensuring it is impactful, appealing to all young people and accessible
  - Support the team to design youth development content; workforce support tools, and grant funding models for youth work and outdoor learning
  - Draw on your expertise to support the design of inclusive solutions across a range of platforms, including digital and physical
  - Develop and provide information to External Relations on a programme's design and the design process to feed into proposals and pitches and by attending key meetings and pitches where necessary.
  - Understand and respond to new developments, trends and opportunities in the youth and outdoor learning sectors and beyond to incorporate in effective design
  - Support the design of events to launch and showcase projects as well as events that form part of the learning experience for young people with support from the External Relations Department
  - Work closely with the Delivery Team and the Outdoor Learning Team to ensure the products and services designed are deliverable in our context

- Support the Design Project Manager to produce reports and presentations as required
- Create content for funded interventions
  - Working closely with the Head of Design's to create high-quality youth development content and workforce support tools for the youth sector and content for the Outdoor Learning Department.
  - Embed relevant accreditations and qualifications for maximum impact for young people.

## Other area of responsibilities

- Deputise for Design Project Manager and work closely with colleagues to cover for each other as required
- Ensure children and young people play a strong leadership role across the work
- Keep up to date on new developments and trends within the youth and outdoor learning sectors.
- Work with the Design Project Manager in setting and working within the annual budget and targets for all activity
- Manage and operate within the agreed business plan and budget to ensure that departmental targets are met
- Maintain budgets, as appropriate
- Administrative duties including minute taking, arranging travel and booking venues
- Build relationships with aligned organisations; identifying opportunities to work in partnership where approach
- Represent UK Youth at events and conferences
- Act as an ambassador for the organisation, contributing to the effectiveness of meetings, the sharing of knowledge and experience and the development of UK Youth and its profile
- Ensure UK Youth Health and Safety and Safeguarding and any other appropriate policies are adhered to where necessary
- Work closely with the Grant Officer and Project Officers and hold strong relationships with the Research and Performance Department, Collective Action Department and the External Relations Department to ensure alignment and a streamlined approach
- Take reasonable care of their own health and safety and for that of others who might be affected by their own 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.

## Officer 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 take personal accountability for key work areas and understand individual accountabilities within work areas back to inform planning and decision making
- Able to identify cause and effect relationships and take a solution focussed approach
- Able to be solution focussed in their thinking and approach

## Person specification: Design Officer

### Experience

- Demonstrate significant expertise in youth work and/or outdoor learning
- Experience of designing initiatives (digital and/or physical) for young people and/or youth worker and/or outdoor learning instructors is desirable but not essential
- Experience of developing content high-quality for young people, youth workers and outdoor learning instructors is desirable but not essential to have experience across all

### Knowledge, skills and understanding

- Understanding and empathy of the current issues facing young people
- Strong relationship building skills with the ability to connect with people
- Excellent organisation skills with the ability to manage and take responsibility for own workload, handle multiple priorities and to work independently
- Significant knowledge of youth work, youth development and outdoor learning
- Knowledge of effective learning approaches for young people and adults
- Knowledge of accreditation and qualifications frameworks
- Knowledge of the UK grant making landscape
- Good knowledge of the possibilities of digital (desirable)
- Youth work qualifications (desirable, not essential)

### Personal qualities

- Inclusive, collaborative and approachable
- Inspiring, motivating and articulate communicator
- A pro-active approach, self-motivated and enthusiastic with initiative
- A 'can-do' and flexible approach with the ability to adapt to changing priorities and manage multiple workloads
- Positive attitude and adaptable approach to work
- Creative thinker, with the ability to challenge and disrupt in a constructive and positive way

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.