

Job description: Project Officer

Duration: Permanent

Salary: O3, London, £28,000

Location: Flexible

Reporting to: 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 Project Manager, you will create a positive impact on young people by delivering effective training and facilitating sessions, translating curriculum and content into engaging and impactful delivery. You will be an expert at holding a room, engaging both youth workers and young people. Alongside this, you will support the project management of the delivery of our provision to the youth sector.

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

- Deliver engaging and effective facilitation, training and events in our youth development content and workforce support tools for the youth sector; to youth workers and young people across both digital and physical platforms.
- Support the Project Manager with the delivery of events to launch and showcase projects as well as events that form part of the learning experience for young people.
- Support the Project Manager with coordination and administration to deliver our evolving provision (digital and physical), ensuring it is delivered to the highest quality.
- Work with the Collective Action Department to embed our provision in a diverse group of organisations across the UK and effectively engage a range of audiences.
- Coordinate activity with volunteers related to delivery working closely with the Volunteer Manager.
- Deliver the accreditation and qualification portfolio, ensuring we have maximum impact for youth organisations and young people.
- Schedule and coordinate activity across project work-streams
- Manage relationships with project stakeholders including delivery partners

- Conduct visits to youth organisations engaged in programmes (digital and physical).
- Support the Project Manager with monitoring and evaluation of our work as required, including data input
- Support the Project Manager to produce reports and presentations as required.
- Support the Project Manager with the development of marketing and communications materials.
- Support the Project Manager to provide opportunities for politicians to engage with the projects

Other area of responsibilities

- Deputise for 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 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 Content 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: Project Officer

Experience

- Demonstrate significant expertise in facilitation and training particularly in youth development content and/or content for youth worker.
- Experience planning, delivering and hosting events
- Experience coordinating activity on projects

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

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
- Confident in training and presenting to large audiences

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.