

Job description: Policy & Public Affairs Manager

Duration: 3 month Fixed Term Contract with the potential for permanent opportunity

Salary: M3, £35,000

Location: Flexible

Reporting to: Policy & Public Affairs Lead

Department: Collective Action

Key working relationships: Policy & Public Affairs Lead, Director of Collective Action, Senior Leadership Team, Trustees, Head of Network Engagement, Head of Network Development, Youth Engagement Manager, Social Media and Campaigns Manager, Media and Comms Manager, Youth organisations, Young people in our networks.

Purpose of the job

As we develop our new Policy and Public Affairs strategy in Spring 2021 to support our wider UK Youth vision, we are looking for an enthusiastic and experienced individual to manage our policy activities to ensure we can effectively mobilise our networks of youth organisations and young people to have a significant impact. You will have experience either in a policy or public affairs role, this could be in central government, local government, third sector or the private sector. You will have a can-do attitude, excellent written and oral communication skills and an ability to develop positive relationships with colleagues internally and externally to support our goals.

You will be joining us at a critical time; youth organisations and young people have been hit hard by the pandemic and require investment, support and a place at the decision making table. This role will work closely with the Policy & Public Affairs Lead to identify the activities, relationships and roles UK Youth should take to help us achieve greater investment into the youth sector and a cross-sector approach to supporting young people. You will be a key point of contact for high-profile projects being delivered across the organisation and helping to develop influencing strategies for these.

Collective Action is a new, ambitious and friendly team, where you would be supported and encouraged to develop your skills and share your ideas and preferred working style.

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

1. Manage and lead the development of bespoke influencing strategies around specific UK Youth high profile programmes and projects to ensure that the insights and recommendations are amplified towards key decision makers.
2. Lead on ensuring young people in our network are at the forefront of policy and public affairs work, and policy reflects the views of our network.
3. Deputise for Policy and Public Affairs Lead in key policy fora including the Back Youth Alliance working group and in other senior engagements including with UK Youth Senior Leadership Team and the Board of Trustees to provide updates on key work.
4. Work collaboratively and develop relationships with the Research team to ensure UK Youth's new Insights Lab supports our ability to influence the policy direction.
5. Work closely with campaigns and comms managers to develop influencing plans that promote our policy messages on public channels.
6. Develop policy recommendations and asks on key UK Youth themes built on insights from our networks and from insights from our research and programmatic work.
7. Project manage key public affairs events including those for party conferences, with oversight and support from the Policy and Public Affairs Lead.
8. Build and manage relationships with key external stakeholders including other policy and public affairs teams in the youth sector and civil servants.
9. Effectively represent UK Youth and the work of the organisation at external meetings, events and conferences.
10. Responsible for developing processes to improve Policy and Public Affairs monitoring and impact measurement.
11. Lead on producing high quality policy briefings for high level stakeholder meetings.
12. Develop robust risk assessment of project plans taking into account broader UK Youth objectives.
13. Proactively stay abreast of political developments and changing policies that relate to young people and the youth sector

14. Manage the Collective Action team coordinator on ad hoc administrative/support tasks

Manager Behaviour Expectations

- Professionally and positively represent the organisation at all times
- Attend and participate proactively in staff meetings, team meetings and other meetings as required
- Work effectively with colleagues to achieve the aims and objectives of the charity
- Support organisation-wide initiatives to facilitate cross-team working
- Take reasonable care of their own health and safety and for that of others who might be affected by his/her own work, as required by law and described in the relevant operating procedures and policies
- 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
- Undertake any other duties and reasonable requests that are in keeping with the nature of this post.

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.