

Youth Development Officer

Duration: Permanent

Location: Flexible/ London

Reporting to: Youth Development Project Manager

Function: Network Delivery

Salary: £30,988 (O3)

Purpose of the role

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 at UK Youth.

Reporting to the Youth Development Project Manager, you will support the development and delivery of opportunities for young people to engage in our work towards our collective goals. Working within the Network Delivery department, you will be responsible for organising and delivering a range of projects and workstreams to enable young people across the UK Youth and #iwill Movement to express their views, have them listened to and to create positive change. You will create positive relationships with young people, so that our work is driven by their voices and experiences, helping to develop and deliver a range of opportunities and activities to build and engage networks of young people. You will help empower young people to become active citizens and create positive change, by creating innovative ways for young people to engage in various networks through volunteering, social action and campaigning projects.

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.

#iwill Movement

#iwill invests in young people's talents and helps them to build stronger communities through their youth social action projects, while supporting their wellbeing.

The #iwill movement is a collaboration of over 1000 organisations and 700 young #iwill Ambassadors & Champions from across the UK. They are united by a shared belief that all children and young people should be supported and empowered to make a positive difference on the issues that affect their lives, their communities, and broader society.

Key responsibilities

- Support the effective delivery of a programme of development and engagement activities with young people across the #iwill Movement
- Manage the scheduling and organisation of activities across project workstreams, ensuring project management processes are in place to enable excellent standards of delivery
- Facilitate young people to build their skills and confidence so that young people's participation and contribution are maximised and able to express their views

- Support the growth of a diverse range of networks involving young people across all UK regions, including with our nation partners. Working in partnership, develop the networks to be outcomes-focused and self-led on digital platforms
- Develop relationships with a range of stakeholders which may include youth workers and leaders of youth organisations, young people, nation partners, funders, and cross-sector leaders to create and deliver an inclusive programme for young people
- Working closely with colleagues across the charity to co-ordinate a range of events and opportunities to provide opportunities for young people to engage and connect with the wider work of UK Youth
- Communicate the benefits of the UK Youth and #iwill Movement and progress against our priorities to organisations and individuals, through a variety of channels, updates and specific marketing campaigns
- Work with the Network Delivery function to support young people to be empowered to lead and share best practise and expertise
- Develop content on agreed digital platforms to engage and connect young people and networks across the UK

Other area of responsibilities

- Working across UK Youth to support high quality youth participation and engagement in line with our strategy
- Support with reporting progress to internal and external stakeholders via meetings, written reports and presentations
- Ensure that all activity and engagement with young people complies with safeguarding legislation, policies and procedures
- Maintain data and CRM of all organisations and young people who are part of the #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
- 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

Person specification

Experience

- Experience of working with young people and creating opportunities for them to lead and have their voice heard
- Experience of successfully managing projects
- Experience of working with young volunteers and/or social action projects
- Experience and understanding of connecting networks and user involvement
- Experience of developing networks and/or communities of young people across the UK
- Experience of using digital platforms to engage networks and communities

- Experience of using CRM/stakeholder management systems to engage with networks

Knowledge, skills and understanding

- Empathy for and understanding of the needs of young people
- Strong organisational skills and excellent time management; enabling you to balance multiple competing priorities and handle matters efficiently and proactively
- An understanding of Safeguarding and Health and Safety policies and practices in the workplace
- Proven ability to convey complex information in an accessible manner to a variety of audiences (including young people)
- Excellent written and verbal communication, including the ability to communicate effectively with external stakeholders
- An understanding of network principles to mobilise cross-sector networks
- IT skills including Microsoft Outlook, Excel, Word and PowerPoint
- Discretion and judgement, and experience of dealing with sensitive information

Personal Qualities

- A pro-active approach, self-motivated and enthusiastic with very high levels of initiative, innovative and imaginative thinking
- Highly organised with strong attention to detail and time management skills
- A passion for the youth sector and strengthening the UK Youth and #iwill Movement
- A 'can-do' and flexible approach with the ability adapt to changing priorities, including a willingness to travel and work irregular hours when necessary
- Excellent interpersonal skills and good at developing relationships

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.