

Job description: Policy & Public Affairs Officer

Duration: 12 month Fixed Term Contract (with possibility of extension); 37.5 hours per week

Salary: £33,840

Location: London Office; regular travel across the UK required.

Reporting to: Head of Policy & Public Affairs

Department: Impact

Purpose of the job

UK Youth exists to widen the reach and deepen the impact of youth work and outdoor learning.

As we enter an exciting new phase of our [five-year strategic period](#), we are looking for a Policy and Public Affairs Officer to help us build on political momentum around young people and youth work to inspire lasting change.

You will support the Head of Policy and Public Affairs, within the Impact department (covering research, evaluation, service design, policy and public affairs, and communications), working closely with colleagues across the organisation to build and develop UK Youth's relationships with a broad range of external stakeholders, including: Westminster government (e.g. ministers, officials and special advisers), parliamentarians, the devolved administrations, NGOs and third-party organisations, while shaping and responding to a wide range of public policy issues.

The role will require a strong understanding of complex policy issues and an interest in the political landscape and how it interacts with third sector organisations. You will have a can-do attitude, excellent written and oral communication skills, strong time management and organisational skills and an ability to develop positive relationships with colleagues internally and externally to support our goals.

Why work at UK Youth?

Every young person deserves a youth worker. UK Youth exists to make that a reality. Our vision is a society that backs every young person - through each spark, struggle and success.

As the UK's national infrastructure body for youth work, we strengthen and champion a diverse network of youth organisations, unlock investment, shape policy and build the evidence base for what works. At a time of growing need and inequality of access, our work has never been more important.

We are entering an exciting new phase of our strategy - focused on long-term resilience, income diversification and a transformational Capital Appeal to develop Avon Tyrrell as a national centre of excellence for outdoor learning. Joining UK Youth means being part of an ambitious, impact-driven organisation committed to strengthening youth work for generations to come.

Key responsibilities

Public Affairs support

- Produce briefings and speaking notes for UK Youth leadership and trustees relating to important policy issues and external events.
- Manage relationships with politicians, civil servants, and staff in local authorities and regulatory bodies to brief them on matters relating to UK Youth's policy objectives.
- Identify opportunities for UK Youth to publicly intervene on key policy priorities – including responses to government consultations, speaking at events, meeting with key influencers, etc.
- Develop written content, including blogs, and support colleagues in our Communications team to respond to breaking news relating to UK Youth's policy priorities.
- Work closely with the Communications team to support the development of influencing plans that promote our policy messages on public channels.

Political monitoring and policy development support

- Coordinate with monitoring services to ensure proactive monitoring of relevant announcements and developments in Parliament and the devolved nations that relate to youth work and young people.
- Work with colleagues across the Impact Function to understand trends and innovations in the youth and outdoor learning sectors that have implications for policy.
- Ensure that there is a clear record of UK Youth's policy positions on key issues, along with rationale and suggested messaging.
- Contribute to external-facing policy reports and briefings on topics relating to UK Youth's work.

Stakeholder engagement and event management

- Build strong working relationships with policy professionals across the youth sector and identify opportunities to work in partnership, where appropriate.
- Develop relationships with key external stakeholders including other policy and public affairs teams in the youth sector and civil servants.
- Work closely with young people and youth workers to help refine UK Youth's policy positions and influencing plans.
- Lead on day-to-day management of UK Youth's secretariat role for the Back Youth Alliance, with oversight and support from the Head of Policy and Public Affairs.
- Project manage UK Youth's involvement in key influencing events, such as party conferences, with oversight and support from the Head of Policy and Public Affairs.
- Represent UK Youth at meetings and events – helping to disseminate insights from our work, tell the story of youth work's impact to inspire lasting change.

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 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
- Able to be solution focused in their thinking and approach.
- Undertake any other duties and reasonable requests that are in keeping with the nature of this post.

Person specification: Policy & Public Affairs Officer

Experience

- Experience working in the area of policy and public affairs or equivalent experience in other areas (such as through an apprenticeship, volunteering role, or university)
- Experience of project management
- Experience of understanding and communicating with different audiences
- Strong relational and stakeholder engagement skills

Knowledge, skills and understanding

- Empathy for and understanding of the needs of young people
- Excellent written and verbal communication, including the ability to communicate effectively with senior political stakeholders
- Understanding of the youth sector, the challenges faced by young people, and the impact of youth work
- Good understanding of government and parliamentary processes across the UK
- Excellent time management and strong organisational skills
- Strong attention to detail, accurate spelling and good writing, proofing and editing skills
- Strong desktop IT skills including using packages such as Microsoft Dynamics 365, Outlook, Excel, Word, PowerPoint, Canva, and Trello
- Ability to co-ordinate and manage multiple projects at one time and hold cross-organisational relationships

Personal qualities

- A proactive approach, self-motivated and enthusiastic with very high levels of initiative, innovation, and imaginative thinking

- Excellent interpersonal skills and good at quickly developing relationships
- Passionate about supporting young people and committed to UK Youth's mission and vision
- Excellent influencing and persuading skills
- A strong storyteller and communicator
- High-level organisation, attention to detail and time management skills
- A commitment to developing your knowledge of the political system and continuous improvement in your role
- A 'can do' and flexible approach with the ability to adapt to changing priorities, including a willingness to travel and work irregular hours when necessary

Organisational Responsibilities and Expectations

- Champion safeguarding, equality, diversity, inclusion and belonging, ensuring these principles are embedded in your practice.
- Support in fostering a culture of continuous learning and development across the organisation.
- Uphold the standards of conduct set out in our Code of Behaviour.
- Attend and contribute to 121s and team meetings, training, and other events as required.
- Be committed to delivering good performance and a high level of customer service.
- Work collaboratively with the Impact Team and your wider working colleagues.

This job description does not form part of your contract of employment. You may be required by UK Youth to undertake any duties within your skills and experience which we reasonably consider necessary to meet business needs

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. 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.

As part of the recruitment process UK Youth will be gathering and uses certain information about you. For further information regarding this please review our [Data Protection Privacy Notice](#) which explains what data of yours we process and how we use it.