

Application Pack
Amplify Regional Development Lead



About Us

Youth Focus West Midlands (YFWM) works with youth workers and related youth professionals, agencies and policy makers to support the development and delivery of high-quality youth work opportunities for young people across the West Midlands region. Our aim is to encourage, promote and support both individual practitioners and organisations that look to develop and deliver youth work across the West Midlands region.

YFWM is a registered charity (1148687) and a company limited by guarantee (8114745)

Role Overview

Post:	Regional Development Lead Youth Voice
Accountable to:	CEO
Location:	Hybrid Remote in the West Midlands (includes regular travel across the West Midlands)
Salary:	29,000 - 30,000 FTE pro rata (3% employer pension contribution)
Hours:	17.5 hours a week (including occasional evening and weekend work) – Fixed term contract for 4 years
Holiday Entitlement:	25 days plus bank holidays (pro-rata)

Amplify - Regional Youth Voices in Action Briefing

Aim:

To build an inclusive and equitable approach to youth voice and youth engagement ensuring the most marginalised and under-represented young people have their voices heard and acted upon across the nine English regions. This work has been made possible by the funding from the National Lottery Community Fund, from June 2025 – June 2030

The Partnership

The Network of Regional Youth Work Units has wide ranging expertise across a range of youth engagement. We want to upscale our work enabling the diverse voices of marginalised and disadvantaged young people to change services and policy regionally and nationally. This will build a consistent approach, increasing the impact on services designed with, and, for young people. We have collated evidence and case studies on our systems-change work [here](#).

We will be:

Developing our cross-regional collaborations through a rolling programme across the nine English regions. Developing and sharing practice around equity and inclusion focused on young people experiencing poverty, and discrimination.

Creating a programme that incrementally builds practice designed with young people. Sharing the evidence on the most effective ways to engage, build impact and affect change, aligned with across regional needs/variations and starting points.

Collaborating with diverse partners across our networks to conduct a review into existing youth voice and youth engagement and systems change.

Sharing Learning through youth-led peer research, assessing how the models can be scaled and developed across the regions, creating alliances of young people focused on delivering change.

We will facilitate the following:

1. Review the range of models of youth voice and youth engagement with peer researchers across the regions, gathering data and insight from young people and professionals
2. Run events and training sessions for organisations on the various approaches in place
3. Create resources with young people i.e. podcasts, videos, training resources
4. Develop regional advisory boards across England
5. Learn from the devolved nations about their work

6. Build cross regional partnerships on different themes i.e. global majority groups, care experienced young people depending on needs

Amplify Regional Development Lead Job Description

To work as part of the Network of Regional Youth Work Units to build an inclusive and equitable approach to youth voice and youth engagement, ensuring the most marginalised and under-represented young people have their voices heard and acted upon across the UK. This aims to:

- Creating National consistency to youth engagement and systems-change.
- Enhancing the impact of young people's voice and influence, developing skills, knowledge and leadership.
- Developing the existing and future workforce, building skills and robust structures so young people's engagement creates system-change.
- Tackling the inequalities and barriers faced by under-represented/marginalised young people.

Principal duties

The Regional Development Lead will manage the funded programme of work across the region and this will involve the following:

- The collation of best practice around youth voice
- The facilitation of peer research approaches
- Facilitating learning networks and peer support groups
- Delivering training and support programmes
- Overseeing all communications related to the project
- Contributing to the online information hub on evidence for youth voice and co-production
- Contributing to evaluation and impact reporting requirements

Main tasks

Project Management

- To coordinate the regional coordination of the programme, developing the regional work plans, tracking delivery and impact and coordinating the regional partnerships
- To lead on the regional implementation of the programme of work in line with the agreed funding priorities
- To coordinate all activities, network meetings and cross regional partnerships

- To work in collaboration with the other regions as part of the Network of Regional Youth Work Units
- To manage the budget for all allocated programmes of work and provide regular updates on allocated spend to lead partner – Partnership for Young London
- To report on all developments in line with the funder’s requirements
- To recruit and support young people in the regions as peer researchers through supervision, reflective practice and line management

Learning and Development

- To facilitate peer research and youth engagement activities across the work in line with the project plan
- To facilitate training programmes, regional seminars and networks in line with the delivery plan with a particular focus on addressing inequalities and young people
- To gather information on evidence frameworks and analyse research to build evidence for policy development, such as outcomes frameworks and evaluation tools

Partnership Development

- To maintain and increase the profile of Amplify – Regional Youth Voices in Action across a range of stakeholders including research organisations, think tanks, VCS providers and national, regional and local government
- To develop partnerships across the Network of Regional Youth Work Units as well as in region
- To develop collaboration with key stakeholders to create collaborations across various areas of work both on a strategic and practitioner basis
- To identify new partners to engage with the overall work plan for Amplify Regional Youth Voices in Action as part of the Network of Regional Youth Work Units build links in line with the business plan objectives
- To provide regular reports to line managers and Trustees on developments

Communications

- To develop and maintain high quality communications about the programme including web-based materials and contribute to the monthly bulletin on opportunities and resources

- To present updates on the work of the programme at a variety of strategic forums and networks to profile the work and build the reputation of the organisation
- To draft a range of materials for a variety of audiences including consultation papers, reports, newsletters, briefings and articles

Funding and resourcing

- To work in line with the budget and track all expenditure in line with the funding bid
- To provide updates and reporting around finances for the funder

Other

- To support on the engagement of young people in all aspects of programme delivery and review the impact of this in line with their needs
- To represent the programme in a variety of forums
- To undertake other such duties as are appropriate to the post as agreed by the Strategic Director

Person specification

The ability to meet these criteria will be assessed as part of shortlisting
(E = Essential; D = Desirable)

Qualifications

- Qualified to degree level, with knowledge and understanding of peer research, youth work, education, social work or similar (D)
- A JNC recognised Level 6 or 7 qualification in Youth & Community Work (D)

Experience

- To have expertise in leading a range of programmes with young people (E)
- To have research and data analysis expertise (D)
- At least three years' experience as a practitioner, officer working with children and young people and working across sectors (E)
- To have solid experience of building partnerships and working in cross sector collaborations around young people's services (E)
- To have experience of working across diverse communities and the ability to bring that expertise into all aspects of the work (E)

Knowledge

- A clear understanding of the issues facing young people, and an understanding of the role of peer research to influence policy and practice (E)
- A good knowledge of current legislation, activities and services relating to young people services (E)
- An understanding of work across the voluntary youth sector/private sector/local authorities around youth voice, young people's engagement and peer research (E)
- A good level of knowledge of working collaboratively, and partnership working (E)
- Experience of working in a team environment and contributing to shared objectives (E)
- A sound working knowledge of equalities duties 2010 and its practical application in relation to young people's issues. (E)
- A solid understanding of safeguarding duties and responsibilities in line with Working Together to Safeguard Children 2023 (E)

Essential skills (E)

- Good communication skills, with the ability to deliver messages to a wide range of stakeholders
- The ability to use a vast array of social media as well as traditional media to profile the work and keep up to date with the latest developments
- Good networking skills and the ability to form and develop new partnerships
- Ability to work flexibly and willing to undertake a wide range of duties in a small organisation
- Good organisational skills and able to work effectively and manage diverse work loads
- Training and facilitation skills working with diverse ranges of practitioners and strategic decision makers
- Advanced Microsoft Office skills
- Ability to travel across the West Midlands region

How to apply

- If you would like more information before deciding whether to apply, please contact Emma (Training & Finance Administrator) at emma@yfwm.org.uk to arrange an informal discussion.
- You must make your application using our official **application form**. Please provide all relevant information on the form, as we will not consider CVs or cover letters as part of your application. Please ensure that you save the completed document in Word or PDF format.

Please send your completed application to emma@yfwm.org.uk. The closing date for applications is 5pm on Wednesday 18th March.

What will happen next?

- We will send an email acknowledgement to all applicants. If you do not receive an acknowledgement on or before **Wednesday 18th March**, please contact us. We are not responsible for applications that do not reach us, or that arrive after the deadline.
- We will assess the applications and select several candidates for interview. If we select you, we will contact you directly. We anticipate holding interviews on the **22nd April**. If you have not been invited to interview within two weeks of the closing date, please consider your application to be unsuccessful.
- We will make a provisional offer of employment to our chosen candidate. We will then take up references and, if these are satisfactory, confirm the job offer.
- We reserve the right not to make an appointment if we judge that none of the candidates meets the required standard.
- This post is subject to satisfactory references and an enhanced DBS check.