



envision

**Youth Engagement and
Transitions Officer**

Application Pack

Deadline: Sunday 17th May

Youth Engagement and Transitions Officer

- **London, Birmingham or Bristol**
- **1 Year Fixed Term Contract (end July 2027)**
- **Part-time: 3 days per week (0.6 FTE)**
- **£15,600-£18,000 pro-rata per annum (£26,000-£30,000 FTE)**
- **Hybrid working: one day a week in regional office + ad-hoc travel across regions for events and training**

Envision actively encourages applications from those from Black and Minority Ethnic backgrounds and from socio-economically less-advantaged backgrounds as they are currently under-represented in our organisation.

We seek to ensure we achieve diversity in our workforce and that all applicants and employees receive equal and fair treatment, regardless of age, race, gender, religion, sexual orientation, disability or nationality.

Please note, we are unable to support visa applications and therefore applicants must have the right to work in the UK.

Envision graduates will be guaranteed a first-round interview.



A bit about us

We empower young people from less-advantaged backgrounds, who are often underrepresented in the world of work, to develop the Essential Skills and confidence they need to succeed.

We partner each team of young people, led by an Envision Programme Coordinator, with a team of mentors from a local business to design and deliver a social action project that makes a positive change in their school or college community.

We create an equal partnership whereby young people bring the expertise of their chosen social issue and mentors bring the expertise of workplace skills.

Working towards their project goals and key milestones, young people build the Essential Skills and confidence proven to support their education, employment and well-being.

'Envision helped me with developing lots of important skills that will be useful for later life, like teamwork and determination.'

Dimitra,
Bristol Envision Graduate



We believe a young person's background mustn't determine their future.

We want to create a society where young people from less-advantaged backgrounds have an equal opportunity to build the Essential Skills and confidence needed to succeed in later life as their more privileged peers.

"People with higher levels of essential skills experience improved social mobility, employment, earnings, job satisfaction and life satisfaction...these skills work as a platform for developing other skills, including the basic skills literacy and numeracy as well as technical skills."
(Skills Builder Partnership 2023)



Where you come in

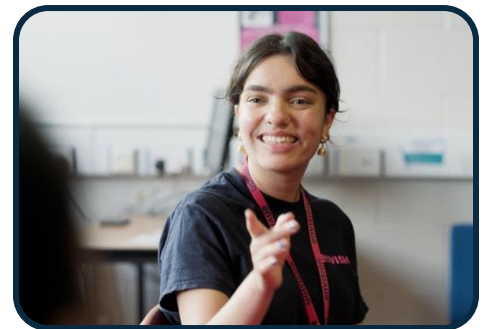
The Youth Engagement and Transitions Officer will play a key role in strengthening youth voice across the organisation and supporting young people as they transition beyond our programmes.

You will lead and coordinate our Youth Advisory Group, ensuring young people have genuine influence over organisational priorities and decision-making. Alongside this, you will develop and maintain a thriving graduate network, creating opportunities for continued connection, mentoring and professional development — working with our Partnerships team to engage Envision's corporate partners where relevant.

Youth voice will run through everything you do. Working closely with the Communications Manager you'll ensure that young people's perspectives are authentically reflected across our communications — from social media and campaigns to case studies and co-created content.

You will be part of the Programmes and Impact Team, working across London, Birmingham and Bristol, and collaborating with colleagues across the organisation to embed meaningful youth participation at every level.

This is a role for someone who is passionate about young people's potential, committed to inclusive practice, and excited by the opportunity to create lasting change — both within Envision and in the wider world young people are stepping into.



“This role offers a brilliant opportunity to champion youth voice and make a real difference to young people’s futures. It’s a role where creativity, relationships and impact all come together.”

Programmes and Impact Team

Responsibilities

Youth Voice and Participation

- Lead and coordinate the Youth Advisory Group, ensuring meaningful and regular participation
- Facilitate meetings, workshops and activities that empower young people to contribute to decision-making
- Embed youth voice across programmes, projects and strategic priorities
- Support young people to develop confidence, leadership skills and opportunities to influence Envision's work
- Gather and communicate young people's feedback to inform programme improvement, evidencing how they have led change
- Lead the internal youth voice working group

Graduate Network and Transitions Programme

- Lead the development and delivery of the graduate/alumni network, maintaining relationships and creating opportunities for continued engagement
- Design and deliver a Transitions Programme supporting young people into education, employment or further opportunities, engaging corporate partners as appropriate
- Develop events, mentoring and networking initiatives for graduates
- Track outcomes and maintain data on alumni engagement and progression alongside the Impact Manager

Youth-Focused Communications

- Work with the Communications Manager to develop youth-focused communications and co-created content
- Identify and develop youth stories, case studies and materials that highlight organisational impact
- Support young people to contribute to blogs, social media, campaigns and events
- Ensure all communications are youth-centred, inclusive and accessible

Partnership and Collaboration

- Build relationships with internal teams, partners and stakeholders to create opportunities for young people
- Represent Envision at relevant youth engagement events, networks and forums
- Identify opportunities to amplify youth voice through partnerships and collaborative projects

Monitoring and Evaluation

- Collect feedback and data to measure the impact of youth engagement activities
- Contribute to internal reporting and learning

Person Specification

Experience, Knowledge, and Skills	Essential/ Desirable	Demonstrated In Application (A) Or Interview (I)
Experience of facilitating activities with young people – including creating and co-creating engaging sessions for / with young people, and of adapting to the needs of the group	E	A & I
Experience of project management – highly organised with the ability to manage your own time to meet deadlines	E	A & I
Experience of working on projects which have multiple stakeholders – communicating effectively through written and verbal communication	E	A & I
Experience working with alumni or supporting young advisory groups, councils or participation programmes - including developing alumni programmes or ways to keep alumni engaged	D	A & I
Experience of creating engaging online content , including blogs, social media and videos	D	A&I
Understanding of, and/ or lived experience of, the barriers that young people face , that contribute to the education and employment gap	D	I
Competencies and Values	Essential/ Desirable	Demonstrated In Application (A) Or Interview (I)
Commitment to Envision’s vision, mission and values and ability to work well in, and contribute to, our organisational culture	E	A & I
Communication: Ability to engage others through active listening, effective writing and speaking using tone, expression and gestures	E	I
Creativity: Developing ideas by considering different perspectives and using this to create solutions for problems	E	I
Teamwork: Working collaboratively and managing group discussions to reach shared decisions whilst understanding and respecting others' cultures, beliefs and experiences	E	I
Determination: Remaining flexible but resolute in your approach to reach your goals, and looking for opportunities in difficult situations	E	I

Employee Conditions and Benefits

Pension	All eligible employees will be automatically enrolled into the NEST Pensions scheme. 5% matching contribution.
Annual Leave	25 days plus bank holidays, plus two-week paid winter shut down over Christmas and New Year. Annual leave allowance increases by one day per year up to 30 days (pro-rated).
Volunteering Days	Two days per year.
Flexible Hours	10am to 4pm are core hours. Office hours are 8am to 6pm.
Summer Fridays	1pm finish on Fridays in July and August.
Bike to Work Scheme	Up to £1000 limit.
Enhanced Parental Leave	Maternity Leave/ Adoption Leave/ Shared Parental Leave: 13 weeks full pay, 13 weeks half pay, 13 weeks statutory pay Paternity Leave: 4 weeks full pay
Charity Mentoring Network	Opportunity for personal and professional development by mentoring another or being mentored by someone else.
Employee Eye Test	Envision will refund the cost of an annual eye test.
Charity Workers Discount	Receive savings and cashback on many personal purchases.
Employee Assistance Programme	Access to wellbeing and mental health support through our Employee Assistance Programme.
Extended Paid Leave	Once an employee has continually worked for Envision for five years, they are eligible for a six-week block of paid additional leave.



"I love being able to witness the development of my young people throughout the programme. It's heartwarming to visibly see the difference you're making.

Being able to coach young people in their skills for their future and raise their aspirations is truly humbling, yet I get to learn from them equally in return."

Sarah,
Programme Coordinator (Bristol)

Application Process

Terms and Conditions

Remuneration:	£15,600-£18,000 per annum (£26,000-£30,000 FTE)
Location:	London, Birmingham or Bristol Hybrid working: one day a week in regional office + ad-hoc travel across regions for events/ training
Contract Type:	1 Year Fixed Term Part-time: 3 days per week (0.6 FTE) Contract start date: 1st July 2026 Contract end date: July 2027
Reporting to:	Programmes and Impact Team

Recruitment Timetable

Schedule	Milestone
Sun 17 May	Final closing date for applications
Tues 26 May	Interviews

Application Process

Please apply through CharityJob

If you have any questions, please do not hesitate to contact us: vision@envision.org.uk

Please note:

- We will only be contacting candidates who have been shortlisted for interview. Therefore, if we do not contact you, please assume you have been unsuccessful.
- The safety and wellbeing of the young people we work with is paramount at Envision. Successful candidates will be subject to a full Enhanced DBS check and reference checks. All new staff must attend safeguarding training during their induction period, in line with Envision's Safeguarding and Child Protection Policy. Failure to complete internal safeguarding training may result in the role being withdrawn.

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