

OCEAN GENERATION

YOUTH ENGAGEMENT ADMINISTRATOR (PART-TIME)



ROLE: *Youth Engagement Administrator (Part-Time)*

ROLE SUMMARY

We are looking for a *creative, engaging and resourceful Administrator* who can support the Youth Engagement Team at [Ocean Generation](#) to deliver our brand of Ocean Intelligence to young people across the globe. The successful candidate will be instrumental in our aim to inspire thousands of young people to engage in Ocean action.

KEY RESPONSIBILITIES

General Admin:

- Supporting with the day-to-day tasks of the Youth Engagement Team, including managing the youth inbox, booking co-working space, sourcing and purchasing materials, generating certificates for participants, etc.
- Managing the team Monday.com board and team events calendar to ensure the smooth running of all events.
- Building new contact lists for potential partnerships to widen our reach and maintaining current database.
- Supporting the Youth Engagement Lead in the training of Interns
- Improving current processes to be more streamlined and increase team productivity

Marketing and Promotion:

- Designing content on Canva to ensure that all Youth Engagement materials are up-to-date and on brand
- Updating content on websites and platforms when required
- Uploading Youth Engagement content to YouTube

Monitoring and Evaluation:

- Collating partner feedback through Typeform and Mentimeter to inform future developments of all Youth Engagement Programmes
- Assisting in impact tracking

Event Support:

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- On the ground support assisting in the running of stalls and youth engagement activities at large scale events across the UK, engaging young people in fun and informative Ocean-themed activities and challenges

ABOUT OCEAN GENERATION:

Established in 2009 by film producer Jo Ruxton, we have galvanised a growing wave of change by exposing the threat of plastic pollution to our health and the health of our Ocean. Our award-winning documentary 'A Plastic Ocean', was named by Sir David Attenborough as "one of the most important films of our time" and ignited mass public awareness about the impact of plastic on our Ocean.

Today we address the full range of human actions threatening the Ocean with a particular focus on engaging young people.

- Our vision is a world where the Ocean is freed from human threats.
- Our mission is to bring the Ocean to everyone, everywhere.

OUR APPROACH

We're changing the narrative: No fearmongering; no big data; no over- simplifications. To ensure an Ocean positive future, we need millions of people understanding the importance of a healthy Ocean.

We translate complex Ocean science into engaging content, programmes and practical actions. This – our Ocean Intelligence approach – is endorsed by UNESCO and integrated into our 3 Youth Engagement programmes for 3 - 25-year-olds.

Through our Films, Comms, and Youth Engagement work - anchored by Science and Storytelling - we Introduce people to the Ocean, Educate about its importance and Empower everyone, everywhere to create sustainable, positive change.

By the end of UN Decade of the Ocean in 2030, we aim to engage 50 million people in Ocean Action.

SKILLS & EXPERIENCE REQUIRED

Essential:

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- *Analytical*: proven ability to improve systems and processes
- *Microsoft whizz*: advanced level knowledge of Microsoft Office Suite (Word, Excel, Outlook, Teams, Forms, etc.)
- *Well organised* and able to manage several tasks in a variety of projects simultaneously, keeping accurate notes and completing follow up actions
- *Excellent communication skills*: comfortable speaking in public, can quickly connect with people to establish positive relationships, presents information clearly
- *Self-motivated* and able to work autonomously, using own initiative, when necessary
- *A passion for the natural world and our Ocean!*

Desirable:

- Familiarity with Typeform, Mentimeter, Canva, Wordpress
- Experience of working in remote or hybrid teams

ROLE BENEFITS

- Professional experience of working in an NGO
- Gain experience in working in Youth Engagement, with exposure to facilitation skills and strategic development
- Be instrumental in our aim to activate 70,000 children and young people in taking Ocean action in 2024, and 50m people by the end of 2030

CONDITIONS

- **Reporting to:** Gemma Connell, Youth Engagement Lead
- **Salary & Expenses:** £12,500 (£25k pro rata)
- All normal work-related expenses such as travel to events will be covered by Ocean Generation.
- **Contract Type:** This will be a part-time, 12 month Fixed Term Contract (with the possibility of extension). 2.5 days a week (to be worked Mondays to Thursdays - exact days to be determined with successful candidate)
- **Working environment:** We are a virtual team, working from home to maximise our investment in our charitable aims. Nevertheless, we highly value the benefits that face-to-face working contributes to personal well-being and team effectiveness. We meet as a full organisation in person 1-2 times a year and we

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also encourage staff to meet individually, or in small working groups on a more regular basis.

- **Location:** Since we do not have a permanent office location, you would be expected to work remotely, but there will be occasional travel in the role.
- **Holiday:** 25 days per year pro-rata plus Bank Holidays (3 days of which to be taken off between Christmas and New Year)
- **Pension:** Ocean Generation operates a workplace pension scheme to which all eligible employees will be automatically enrolled.

Please note, proof of the right to work in the UK will be required. We are committed to safeguarding children and vulnerable adults, so successful candidates will undergo an enhanced DBS check and provide two references.

We are looking to recruit into this role swiftly. If you are interested, please don't hesitate to apply!

HOW TO APPLY

Submit your CV and a brief cover letter (max 500 words), explaining why you feel you suit this role via the CharityJob listing for this vacancy.

Deadline for applications: 9am Monday 5th August

Interviews: Monday 12th and Tuesday 13th August (N.B. there will also be a pre-interview task to complete)

HIRING POLICY

We strive towards being intentionally inclusive and are committed to being an equal opportunities employer. We actively welcome and want to hear from applicants from all backgrounds. You can get in touch for an informal chat about the role with Gemma via Gemma.Connell@oceangeneration.org. Let us know if we can do anything to make the application or interview process more accessible.