

	Role Description
Role	Head of Youth Engagement and Participation
Office Base	London (Victoria)
Salary	£44,220 Full Time Equivalent. This role is a one year fixed-term contract for 32 hours per week over four days with an actual salary of £40,429.71 p/a.
Hours	32hours/4 days
Leave	25 days and 8 Bank Holidays plus 2 personal days plus 3 days discretionary between Christmas and New Year
Reporting to	Co-CEO
Key responsibilities	<p>This role is responsible for the leadership of the youth engagement team (YET) across all aspects of youth engagement and for ensuring youth voice is at the heart of our work. This includes responsibility for:</p> <ul style="list-style-type: none"> • supporting young people to become leaders and achieve their goals towards education and employment • ensuring young people feel valued and are meaningfully involved decision making at all levels • ensuring high quality, ethical youth engagement and fidelity to the Peer Power Youth values, model and approach • ensuring an intersectional approach is taken across all youth activities to ensure equity and diversity in access and representation. • development of youth engagement approach, guidance and policies ensuring achievement organisational objectives.
Project Management	<ul style="list-style-type: none"> • Work alongside our team, Peer Leaders and young partners to ensure co-facilitation and links across projects and innovation to maximise efficiency and impact and accountability. • Cultivate a culture of care, safety, well-being, boundaries and connection within the youth engagement team, modelling as an approach to connecting with young people. • Oversee effective scheduling and resourcing across youth projects, training and consultancy.

	<ul style="list-style-type: none"> ● ensure equity of opportunities for young people with relevant lived experience and representation. ● Ensure programmes achieve their impact, outputs and outcomes on time and to budget. ● Ensure appropriate records and data is processed in line with consent, data protection policy and regulations.
Welfare and Care	<ul style="list-style-type: none"> ● Designated Safeguarding Lead for Peer Power Youth. ● Ensure trauma informed safety and well-being across all youth activity, and compliance with all relevant legislation. ● Ensure effective process, care and support for all involved.
Quality and Impact	<ul style="list-style-type: none"> ● Ensure young partners feel valued and are supported to achieve their goals and create impact in systems. ● Ensure an effective Peer to Professional programme for all young partners to support independence and achieve accreditation. ● ensure outcomes and effective evaluation and reporting of impact. ● ensure high quality creative engagement across all Peer Powers projects and fidelity to Peer Power Youth's ethical approach.
Finance	<ul style="list-style-type: none"> ● Overall responsibility for budgets across the Youth Engagement Team and the management of Finance processes and contracts. ● Responsibility to ensure that young people are paid and supported for involvement.
Line Management	<ul style="list-style-type: none"> ● Ensure that the YET are line managed, motivated and supported with care and clear communication around objectives, helping each team member to develop, contribute and maximise their potential. ● Direct line management of senior roles in the YET.
Stakeholder Engagement & Development	<ul style="list-style-type: none"> ● Represent Peer Power Youth at events with young people. ● Work with Senior Leadership Team, fundraisers and young people to identifying opportunities for scaling and deepening impact through new and continued work. ● Build partnerships across the sector for influencing policy and decision makers to deepen the impact of Peer Powers Youth's work.
Strategy	<ul style="list-style-type: none"> ● As part of the Senior Leadership Team support the strategic leadership of the Charity. ● Ensure meaningful involvement of young people in decisions, strategic and operational planning. ● Support organisational culture and values led approach to learning and creating solutions.
General	<ul style="list-style-type: none"> ● Uphold Peer Power policies and procedures, Collaboration Charter (code of conduct) and community accountability charter (in creation), Equal Opportunities, Data Protection, Confidentiality and Health and Safety policies. ● Undertake any other duties and reasonable requests in keeping with the nature of this post and to support the charity.

Person Specification

Knowledge & Experience

- Senior leadership/ management experience of leading teams to achieve positive change, grow and deepen impact with young people who are justice or care experienced, not in education, training or employment or who experience school exclusion, especially those others deem 'harder to reach'.
- Knowledge of contextual safeguarding and experience of designated safeguarding responsibility for children and/or vulnerable adults, ensuring welfare and care.
- Strong experience of creative youth voice and participation projects where young people achieve their goals and accreditation linked to education training and employment.
- Knowledge and experience of the issues facing young people at Peer Power Youth. This includes youth justice, community violence, targeted youth support, youth mental health, social care services and intersectional experiences of systemic oppression (inc. racism, poverty, classism, sexism, homophobia and transphobia)
- Demonstrable experience of applying an intersectional approach to youth engagement to ensure equality and diversity in access and representation.
- Well networked across youth support agencies in diverse London and/or the Southeast communities
- Experience of developing partnerships with a wide range of stakeholders, to income generate, influence and expand impact.
- Experience of multi-project management, line management, resourcing and risk assessment of youth activities.
- Experience of developing and supporting highly motivated teams with a range of lived and learned experience.
- Knowledge and experience of impact measurement and effective reporting.

Skills & Capabilities	<ul style="list-style-type: none"> • Inspiring leader with a 'strengths based', trauma informed and relational approach, naturally connecting and building authentic and trusted relationships with young people less likely to engage, across the team and with external partners and senior leaders. • Outstanding project and resource management skills. • Good problem solving and lateral thinking skills. • Excellent time management and prioritisation skills. • Trusted listener and skilled communicator with written, verbal and influencing communication skills. • Able to gain consensus and exercise diplomacy, with a wide range of stakeholders. • Well developed IT skills, including MS office, CRM systems, online engagement.
Values and Behaviour	<ul style="list-style-type: none"> • Patient, non-judgemental, compassionate with deep commitment to anti-racism and anti-oppressive practice. • Passion for working in partnership with young people and the team to meaningfully share decision and excited by developing this further. • Enthusiastic, positive and solution focussed leader with high expectations of self and others, able to self-motivate and work independently. • Commitment to reflective practice and ongoing learning and development professionally and personally. • Collaborative and well organised team-leader, able to play to different people's strengths and make use of their abilities. • Willing to learn quickly and adapt to new situations.
General	<ul style="list-style-type: none"> • Willingness to work flexibly (including evening and occasional weekends) and travel sometimes across London, South East or nationally. • Willingness to promote Peer Power Youth's work and ethos, and commitment to our vision, mission, and living our values, particularly empathy.