



Job Profile

Job Title	Youth engagement officer
Location	Home based/hybrid London office
Reporting to	Education Manager – Programme Delivery
Term	18 months fixed term contract
Salary Range	Officer
Pay Level	£28-32,000

We are the national body for careers education in England, delivering support to schools and colleges to deliver modern, 21st century careers education.

The Careers & Enterprise Company is a great place to work. We operate within a fast-paced and collaborative environment. We are brought together by one thing: our passion to ensure young people get the best possible start in life and are supported to find their best next step.

Do you want to be part of a mission-driven team focused on transforming young people's lives? If so, we'd love to hear from you!

Role Summary

In 2020/21, the Careers & Enterprise Company appointed its first ever Youth Board Member to the strategic board of directors, to give young people a decision-making voice. The CEC subsequently established a national Youth Advisory Group, to establish and embed an organisation wide approach to capturing Youth Voice, both for the purpose of driving impact and measuring the value of our work. This work has already had a huge impact on the company, and we are looking to embed Youth Voice still further into our work at a more strategic level.

The Youth Advisory Group has three primary functions across The Careers & Enterprise Company, to:

- **Govern:** challenge CEC's work to consider youth voice
- **Enrich:** focus on the future of CEC's strategic direction
- **Advise:** mobilising their voice in key projects and priorities

The Careers & Enterprise Company is seeking to recruit an 18-month fixed term Youth Engagement Officer to support the administration, facilitation and delivery of youth engagement and participation across our organisation. The role will sit within the Education Development Team and work closely with our Youth Advisory Group and Youth Board members. You will work collaboratively with colleagues across the organisation to champion youth voice and deliver high quality youth participation activities.

This new role has an exciting remit to develop practice, to innovate in youth voice practice, to lead on the operational delivery of the Youth Advisory Group and support with the strategic direction

of this work. Reporting directly to the Education Manager responsible for youth voice, but also working effectively across the directorate and across the company, you will manage the delivery of various aspects of our operations including, but not limited to:

1. **Effective project management** – to ensure that CEC’s YAG has the greatest impact possible, you will work with colleagues from across the business, including at times the Careers Hub Network and put in place the right tools and processes for effective delivery of all elements of the youth voice. This may include establishing and managing relationships across teams, efficient reporting procedures and may extend to other areas of CEC’s ever evolving programme of work.
2. **Innovate and design** – CEC’s work, and the careers education landscape, is continually evolving. Responding to changing needs of the company, skills of the YAG members and proactively planning for project pivots, will be essential to success in this role. You will look for creative ways to strengthen youth voice across the company.

The Youth Engagement Officer will support the ongoing delivery of our Youth Advisory Group to ensure that young people bring their lived experience to meaningfully and authentically shape our work: from shaping our priorities and projects, through to supporting us to guide policy makers.

Key Responsibilities

Some key areas of responsibilities in this role include, but are not limited to:

Co-ordination and support of the Youth Advisory Group

- Coordinate and support the management of our Youth Advisory Group.
- Develop trust and good working relationships with young people to deliver pastoral care across programmes. This includes 1:1 wellbeing support for young people.
- Support facilitation of online and in-person youth-led activities with staff.
- Coordinate and support the planning of recruitment, onboarding and induction for new cohorts of young people.
- Support the Education Manager with programme data collection for reporting purposes to Board.
- Coordinate administration including booking in meetings, sending Zoom links and regular communications with young people.
- Be a point of contact for young people and guardians and arrange meetings, letters of engagement, and remuneration for young people as needed.
- Support the wellbeing and welfare of young people through rigorous safeguarding and data management practices and processes, including responsibility for safeguarding of young people at in-person and online sessions and events where necessary.

Work across the Careers & Enterprise Company to support youth voice initiatives

- Work closely with the Education Manager and wider teams to support delivery of high-quality, non-tokenistic youth participation across the organisation.
- Support with external opportunities for young people. Work closely with the Education Manager to share opportunities and brief and prepare young people.
- Generally, support the wider Youth Engagement across the company.

Wider support to the Education Development Team

- As part of our project management function, support projects (new and mature) as required across the wider team.
- Play a role in sharing best practice with other Project Support colleagues, helping to develop and maintain our project management processes.
- Provide support for events and their administration.
- Support the development of other advisory groups linked to the Education Development Team.
- Support the wider team with administrative tasks as and when appropriate to ensure the smooth running of team meetings, planning days and project delivery.

Qualifications and experience required

Essential:

- Demonstrable experience of youth engagement co-ordination, projects and youth led events.
- Experience of running similar programmes.
- Good knowledge of safeguarding and welfare practices and processes for young people.
- Demonstrable experience of safeguarding responsibilities with young people between 14 and 25 years.
- Experience of supporting young people with SEND or accessibility needs.
- Experience of developing and delivering multiple projects and/or project workstreams.
- Experience of delivering youth led events.
- Knowledge and understanding of the Careers Hub Network and careers education policy.
- Experience of budget management and progress/accountability reporting.
- Experience of relationship building with young people aged between 14 and 25.
- A commitment to implementing meaningful youth voice practices.

Desirable:

- Safeguarding qualification.
- Proven record of facilitating co-creation and co-design.

Skills and core competencies

- Excellent operational management skills.
- Excellent organisational and time management skills.
- Excellent written and verbal communication and interpersonal skills.
- Ability to operate effectively at pace, managing your own workload.
- Ability to produce accurate, well-presented information.
- Good information / data management skills.
- Excellent listening skills and empathy when working with young people.
- Comfortable working in a matrix-management system.
- Comfortable working in an ambiguous, evolving environment.
- Ability to work effectively with colleagues at different levels internally and externally to the CEC.
- Strong IT Skills including MS Office applications.

Job Profiles are not part of the terms and conditions of employment and may be subject to change.