



JOB DESCRIPTION

Job Title:	Head of Child & Youth Participation
Group:	Programmes
Job Function:	Head
Reporting to:	Deputy Director of Programmes
Location:	London preferable, but would give consideration to other locations
Working Pattern:	Permanent – full time role of 35 hours a week
Salary:	£55,000 - £75,000 (Depending on experience and location)

ABOUT LUMOS

Lumos is an international children's charity founded in 2005 by the author J.K. Rowling to end the harmful practice of institutionalisation of children. Lumos's mission is to fight for every child's right to a family by transforming care systems around the world. Our vision is for all children to grow up in safe and loving families.

Despite clear evidence of the harms of institutionalisation, an estimated 5.4 million children worldwide continue to live in institutions. Separated from their families and communities, these children are deprived of the love, attention and opportunities they need to thrive. Our three-pronged approach is to prevent family separation, to protect children and to promote care reform. We've made important progress in closing harmful institutions and reuniting children with their families. And where children are unable to live with their birth families, we promote alternative family-based care, such as kinship care and quality foster care. Thanks to our tireless efforts alongside many other champions of care reform, the harms of institutionalisation are now more widely understood. A global movement is underway and the UN, the EU and some large development agencies have joined individual countries in pledging to change how they care for vulnerable children. We are committed to ensuring that global policy commitments are translated into local action, leading to sustainable change for vulnerable children.

Find out more about our work at www.wearelumos.org

JOB PURPOSE

Meaningful participation of people with lived experience of the care system is central to achieving Lumos' mission to realise every child's right to a family by transforming care systems around the world. The Head of Child and Youth Participation (CYP) is a key role responsible for shaping and delivering Lumos' strategy on safe and meaningful participation of children, young people, families and caregivers. Considering the cross-cutting nature of participation, the post-holder will work across teams to ensure child and youth participation is mainstreamed throughout the organisation, strengthening Lumos' internal capacity and approaches to meaningful participation. They will ensure that Lumos programmes demonstrate innovative and transferrable approaches to CYP, and that children and young people are empowered to play a meaningful role in decisions affecting themselves and others at national, regional and global levels.

KEY OBJECTIVES

The Head of CYP will lead the development of a renewed Lumos CYP strategy and oversee its strategic implementation – working in partnership with self-advocates, CYP colleagues and other key staff including in Lumos' country offices. They will supervise and guide the work of CYP across country teams and Lumos' central function to develop and deliver high-quality and effective projects that achieve the objectives of the CYP strategy.

The post holder will also work with advocacy colleagues and country teams to ensure that children and young people are well represented in national, regional and global campaigns and initiatives that inform child rights and care reform policy and programming. They will identify and cultivate relationships with relevant stakeholders in the care and related sectors, including with existing national, regional and global networks of care-experienced children and young people, to strengthen partnerships and collaboration around CYP. As appropriate, the Head of CYP will engage directly with children, young people, families and caregivers from a range of different backgrounds and organise and deliver activities which are appropriate, child-friendly, empowering and safe.

The post holder will work closely with safeguarding colleagues to ensure Lumos has, and is implementing, appropriate systems to facilitate safe and ethical CYP that is compliant with best practice. The Head of CYP will contribute to fundraising, participating in proposal development, reporting to donors and other related activities.

Job Specification:

Provide strategic leadership on participation

- Lead the development and delivery of a new Lumos CYP strategy, working in partnership with self-advocates, CYP colleagues, key staff including in Lumos's country offices, and external partners including CYP networks and associations
- Ensure Lumos' new CYP strategy is aligned with existing global, regional and national strategies in this area, building upon momentum and the strategic direction of the sector and partner efforts
- Develop annual strategic plans for CYP and ensure CYP is included and aligned across the plans, strategies, and projects of Programmes teams

- Ensure that participation of children, care leavers, parents and caregivers is imbedded as a cross-cutting priority throughout the organisation's projects and programmes
- Scope the possibility of developing a CYP advisory board to sit alongside Lumos' Board of Trustees to ensure participation is driving our work at all levels
- Represent CYP at a senior level internally and externally, including in meetings, working groups and committees as needed

Build and strengthen CYP in country programming

- Lead on the development and oversight of country programme CYP strategies in line with Lumos' 2024-7 strategy, working closely with the CYP Advisor, including:
 - Overseeing the development and strengthening of youth advisory boards in Lumos' programmatic countries
 - Overseeing training and capacity building of professionals and authorities involved in care reform planning and implementation to meaningfully include people with lived experience
 - Overseeing training and capacity building of children and young people so they can participate in care reform initiatives and in decisions that affect their lives
 - As appropriate, engaging directly with children, young people, families and caregivers in-person or online as part of participation initiatives and activities
- Lead on the creation and coordination of a Global Youth Advisory Board in close collaboration with the CYP Advisor and CYP Officers
- Align approaches, systems and structures on CYP across Lumos programmes to improve cohesion and lead on CYP documentation and reporting.

Networking and external engagement

- Build and nurture relationships with relevant stakeholders in the care reform and connected sectors, to shape CYP initiatives and secure opportunities for the participation and meaningful involvement of children and young people
- Cultivate and strengthen partnerships with existing CYP networks and alliances at all levels
- Co-ordinate the planning and delivery of external and internal international child participation events and activities for self-advocacy groups, working closely with advocacy colleagues
- Work with advocacy colleagues to ensure that children and young people are involved in regional and global campaigns, events and initiatives that inform child rights and care reform policy and programming. Advocate for and facilitate their inclusion in a meaningful, empowering and non-tokenistic manner.

Management of the team

- Lead the CYP team, which comprises staff across Lumos' country offices and central function, including setting and implementing objectives, deliverables and KPIs that will motivate the team and achieve ambitious results, and monitor and track progress

- The post-holder will line manage the CYP Adviser and matrix manage the in-country CYP staff.

Internal strengthening and collaboration

- Strengthen Lumos' internal capacity and approaches to meaningful participation of children, youth, parents and caregivers
- Co-ordinate and provide guidance and capacity-building to CYP staff in Lumos programme countries (currently Kenya, Colombia, Moldova and Ukraine) as they develop and strengthen their CYP work in line with Lumos's Strategy 2024-27
- Promote opportunities for children, young people, families and caregivers to be more actively involved in all areas of Lumos' work. For example, introducing young people to interviewing panels, and involving them in monitoring and evaluation and governance processes
- Lead the development of training and capacity building to teams across Lumos, including ELT, to promote and enable a mainstreamed approach to CYP.

Project/grant management and fundraising

- Develop innovative grant proposals in collaboration with the fundraising team, and work with teams across Programmes to include CYP in their grant proposals
- Manage CYP grants and programmes to ensure objectives are met, high quality deliverables are achieved and budgets are utilised effectively
- Work with colleagues from the fundraising team to produce high quality reports and manage positive relationships with donors.

Safeguarding

- Work closely with safeguarding colleagues to ensure Lumos has, and is implementing, appropriate systems to facilitate safe and ethical CYP that is compliant with Lumos safeguarding policies.



PERSON SPECIFICATION CRITERIA

Knowledge/Skills		
	Essential	Desirable
<ul style="list-style-type: none"> Educated to degree level, equivalent in Social Work, Youth Work, or other relevant community, health, education & social care 	✓	
<ul style="list-style-type: none"> Excellent leadership and management skills, with a demonstrated ability to lead significant work area, the ability to motivate and develop teams to deliver high quality and timely results 	✓	
<ul style="list-style-type: none"> Excellent interpersonal and communication skills, and ability to collaborate and influence colleagues and stakeholders at all levels and between cultural and language barriers 	✓	
<ul style="list-style-type: none"> Excellent skills in working directly with children and young people, creating or overseeing the creation of child-friendly content, and facilitating youth involvement in projects 	✓	
<ul style="list-style-type: none"> Facilitative leader, with commitment to creating positive change for children and families 	✓	
<ul style="list-style-type: none"> Organisational skills to efficiently manage multiple tasks, documentation and deadlines 	✓	
<ul style="list-style-type: none"> Passion for the Lumos mission and values, making a difference in the lives of most vulnerable children and families. Sensitivity to issues that impact children, families and caregivers 	✓	

<ul style="list-style-type: none"> Proficient with Microsoft computer applications - Microsoft Outlook, Word, Excel, Power Point and ability to learn and master other computer technology /software programmes. 	✓	
<ul style="list-style-type: none"> Excellent verbal and written communication skills in English (Spanish, Romanian, Ukraine or Kiswahili dialects an advantage) 	✓	
<ul style="list-style-type: none"> Understanding of children’s rights and child protection 	✓	
<ul style="list-style-type: none"> Understanding of care reform is desirable but not essential 		✓
<ul style="list-style-type: none"> Please note that some travel will be required for this role, particularly to Lumos’ programmatic countries, and as such the successful candidate must be willing to travel occasionally 	✓	

Experience		
	Essential	Desirable
<ul style="list-style-type: none"> Minimum of 5 years in a management position, including experience in programme planning and oversight, monitoring, evaluation and learning, budgeting and staff management 	✓	
<ul style="list-style-type: none"> Experience in leading a Child and Youth Participation team or equivalent is desirable. 		✓
<ul style="list-style-type: none"> Experience working directly with children, young people and adults with care experience in participatory policy, advocacy and programming work – ideally at international level – and in building their capacities, and promoting their empowerment and agency 	✓	
<ul style="list-style-type: none"> Experience working in an international NGO, ideally in the fields of children’s rights or child protection 	✓	
<ul style="list-style-type: none"> Experience of working with a range of stakeholders from different countries and backgrounds, of working in a trauma-informed way, and of being inclusive of people with disabilities and ensuring that accessibility is at the forefront of project planning 	✓	

<ul style="list-style-type: none"> • Experience in developing and implementing strategies across an organisation 	✓	
<ul style="list-style-type: none"> • Experience of implementing safeguarding, compliance and data protection policies 	✓	
<ul style="list-style-type: none"> • Experience in developing successful donor proposals and in leading the implementation of the donor grants 	✓	
<ul style="list-style-type: none"> • Experience of involving children and young people in strategic processes in an organisation 	✓	
<ul style="list-style-type: none"> • Experience of participatory approaches involving infants / younger children is desirable 		✓
<ul style="list-style-type: none"> • Direct care experience is desirable, or personal experience of other issues which are relevant to Lumos' mission 		✓

Personality/Characteristics		
	Essential	Desirable
<ul style="list-style-type: none"> • A strategic and creative thinker with expertise of promoting opportunities for children, young people, families and caregivers 		
<ul style="list-style-type: none"> • Creative, and dynamic problem-solving orientation 		
<ul style="list-style-type: none"> • Charismatic and influential leader, instilling confidence throughout. 		

SAFEGUARDING STATEMENT

Lumos recognises that the rights of safety and security are aligned with its core mission of ending institutionalisation. Effective and robust safeguarding sit at the heart of our mission and values, and accordingly, Lumos is committed to ensuring the safety and protection of children and adults at risk in all of its work. We expect all staff, associates and volunteers to share this commitment. Lumos has a zero-tolerance approach towards all forms of bullying, harassment, sexual exploitation and abuse or any other form of maltreatment, whether towards children, adults at risk, colleagues or anyone else.

Lumos is a member of the Inter Agency Misconduct Disclosure Scheme and will carefully screen all applicants and any offers of employment are subject to checks and suitable references. This role will be subject to enhanced checks.

Lumos has comprehensive safeguarding and PSEA policies, including expectations for behaviour and conduct that must be followed at all times. Staff and associates will be required to sign the safeguarding

policy and Lumos code of conduct, complete a self-declaration and will be provided with a comprehensive safeguarding induction of Lumos safeguarding policies and how to implement them in our work.

EQUALITY, DIVERSITY AND INCLUSION STATEMENT

Lumos is wholly committed to equality, diversity and inclusion and against all forms of discrimination. We are committed to creating and sustaining a positive working environment that encourages, supports and gives a voice to all, so that we can best support the children we serve.

We must ensure that all staff are equally valued, included, empowered and respected across the organisation and in everything we do. Lumos is fundamentally built on diverse, multi-national and multi-cultural teams.

This is something we cherish as a key strength and an integral part of our identity. Our organisation values and celebrates the diversity, culture and experience of each member of staff, provides equality of care, and support to everyone.

We pledge to listen carefully, to educate ourselves continually, to promote open dialogue, and to seek out and deal with discrimination and prejudice wherever it occurs in Lumos.

OUR VALUES

Children are at the heart of everything we do. Every child needs love and care in order to flourish – and we're proud that this is reflected in the values we hold within our organisation. We want to see all children grow up in safe and loving families. Our core values drive us forward in our vision, underpin every aspect of our work and strategy and are critical to helping us maintain a thriving and effective organisation. By making sure every individual feels valued and empowered, we can bring about the very best outcomes for the children we serve.

- We embrace **COLLABORATION**
- We strive for **EXCELLENCE**
- We show **RESPECT**
- We always **CARE**
- We are **PASSIONATE**

WE ARE LUMOS



