

Youth Consultant

Candidate Pack May 2024



Welcome from our CEO

Dear Applicant,

Thank you for your interest in the National Youth Agency (NYA).

The NYA is both the steward and champion for youth work and young lives are increasingly complex, as they transition from child to adulthood in a society shaped by rapid technological advancements, social change, climate change and unprecedented global challenges. The digital era has transformed communication, education, and employment, presenting boundless possibilities, yet also giving rise to concerns about screen time, online safety, and digital wellbeing. Furthermore, the Covid-19 pandemic has underscored the significance of resilience, adaptability, and mental health support for young people.

In these ever-changing times, the NYA remains adaptable, innovative, and responsive to the evolving needs of our young people and the extraordinary youth workers who support them. We believe in the power of youth work to help shape the future of young lives.

We are looking for candidates like you, who are passionate about the work we do. As part of the NYA team, you'll have the opportunity to help imagine and realise a stronger and more positive future for young people. You'll be committed to our mission and values and expand the range of skills and experiences within the organisation. We particularly welcome applications from candidates who will help NYA better reflect the diversity of the youth sector.

If you believe you possess the attributes, skills, and knowledge that would benefit our development we are excited to hear from you. We're committed to help you with your development, and the successful candidate will receive a full induction programme on all aspects of the NYA.

Join us and help us to continue transforming the lives of young people through youth work.

Yours faithfully,

Leigh Middleton
CEO



About Us

All young people deserve a productive, fulfilling future. Society needs the spark and energy of young people to make it tick, yet somehow thousands of young people feel blocked by the complex, sometimes disheartening challenges the modern world throws at them.

Youth work is the best methodology to unlock young people's potential by providing high quality support and opportunities. Skilled youth workers build relationships that support young people to explore their personal, social, and educational development. Youth work enables young people to develop their voice, influence, and place within society.

As the national body for youth work, NYA has a dual function. We are the professional, statutory, and regulatory body (PSRB) responsible for qualifications, quality standards and safeguarding for youth work and services in England. In line with our charity mission and aims, we also champion youth work through research, advocacy, campaigns, and programmes.

We work in partnership and believe in collaborative leadership, listening to youth workers and the youth work sector so that we can understand their needs and respond to the challenges they face. **We are ambitious for youth work and for young people** and integrate youth voice and influence across our work

NYA continues to work closely with government to inform policies with young people, and in support of regional youth work units, local authorities, and voluntary services across communities. We lead on workforce development for qualified youth workers, volunteers, and related professions.

The NYA places young people at the heart of all we do. That is why today 34% of our employees are young people collaborating to help make the big decisions that affect them.



OUR VISION

A world where every young person can access youth work



OUR MISSION

Enable more people to deliver great youth work



OUR PURPOSE

Enable great youth work to happen by setting the standards, growing the capacity and building the case to improve the quality and quantity of youth work in England

Our values



COLLABORATIVE

We connect to share, learn and grow. We know that together we are greater than the sum of our parts.



DETERMINED

We are ambitious for youth work and for young people and push ourselves to overcome barriers and open up new opportunities.



INCLUSIVE

We embrace, respect and value diversity in all its forms and act in a way that demonstrates this in all we do.



AUTHENTIC

We say what we believe and follow it up with action.



BOLD

We are evidence-informed and innovate to push boundaries.

Youth Work Directorate Overview

The **Youth Consultant** role sits within the Youth Work Directorate, led by Abbee McLatchie, NYA's Director of Youth Work.

The Directorate has responsibility for all aspects of youth work practice, workforce and NYA youth sector activities. The role is line managed by and reports to the Digital Youth Work Development Manager.

NYA delivers a high volume of contracted and grant work from a wide range of funders. We ensure that every strand of our work brings the very best outcomes for those we support and for our funders. You will work with the operational team to ensure every step of planning, resourcing and delivery is of the highest quality. Our mission is always to have the very best efficiencies across all our programmes and projects to bring the most return on investment.

The Youth Work Directorate operate as an agile and flexible team, working at pace to maximise the opportunities that we have to make a difference to youth work and the lives of young people. We are collaborative in our approaches, engaging partner organisations to widen our knowledge and expertise in our aim to support youth sector across England.

We value diversity and strive to create an inclusive team where we embrace everyone's unique perspectives and talents.

This role is at the heart of our organisational mission to enable great youth work to happen across England, specifically our standards work, growing capacity and improving the quality of youth work. Our team is small, mighty and works collaboratively across the organisation and with a wide range of partners – both internal and external.

The National Youth Agency (NYA) is dedicated to ensuring that young people receive the highest quality support, resources, and opportunities. We are committed to actively involving youth consultants to keep the needs of young people at the heart of our work, driving meaningful outcomes and innovative strategies for youth participation.

You'll be joining a fantastic, engaged environment committed to really making a difference. You will learn more about Youth Work and youth participation and be an advocate in how the NYA can make a positive difference.

The **Youth Consultant** role is line managed by our Youth Participation Officer.

We work hard, and we are committed to doing our best for youth work and young people at all times.

About the role and responsibilities

We are currently looking to recruit a group of **Youth Consultants**.

This group will work independently and as a team to support the youth governance and participation development within the NYA. Keeping the needs of young people at the heart of our work.

In the role of a **Youth Consultant** at the National Youth Agency (NYA), you will be integral in shaping the services and strategies that cater to young people. Your responsibilities will span various critical areas. Initially, you will engage in and facilitate training sessions, imparting essential youth participation training to various stakeholders. Communication is key; you will regularly liaise with both internal staff and external organisations to promote collaboration and ensure all activities align with our youth-centered mission.

Additionally, you will attend bi-weekly evening meetings to discuss progress, exchange insights, and help strategies for future activities. A significant part of your role involves critically evaluating our internal processes, documents, systems, and structures, providing valuable feedback and implementing necessary improvements to enhance our operations.

You will also support the development and execution of our youth participation strategy, making sure it effectively engages our young audience. Managing events is another crucial aspect, where you will organise and host workshops and events aligned with NYA's objectives to ensure active and successful participation from young people.

Your contribution to the governance of NYA will be through active participation in relevant committees and working groups, helping to steer the direction of the agency. Advocating for NYA's initiatives and building strategic relationships with key organisations will also be essential for enhancing our outreach and impact. Lastly, you will be expected to generate new ideas and implement creative strategies to achieve meaningful outcomes, ensuring that NYA's initiatives resonate deeply with young people.

This is a unique opportunity to make a significant impact on the lives of young people. At NYA, you will work with a dedicated team that values innovation, collaboration, and the development of young people. Your work will directly contribute to shaping the future of youth engagement and participation across the nation.

Join us on this exciting journey to empower young people through youth work!

How that looks day to day

As a Youth Consultant you will

- Participate in training and delivering youth participation training.
- Liaise and communicate with internal staff and external organisations.
- Attend bi-weekly meetings in the evenings.
- Review internal processes, documents, systems and structures.
- Support the development and delivery of our youth participation strategy.
- Host workshops and events for the NYA as and when needed.
- Support the governance structure of the NYA.
- Advocate the work of the NYA and develop relationships with organisations.
- Support the implementation and delivery of youth participation.
- Generate new ideas and implement creative outlooks for the NYA for meaningful outcomes.
- Attend meetings and residentials (online and in-person).

No two days are the same in the NYA. We are creative, responsive and flexible, and work together to achieve our goals set out in the 10 Year Vision for Youth Work.

About You

Our ideal Youth Consultant will:

- Aged between 16-25 years old (an occupational requirement to meet legitimate aim, Equality Act 2010).
- Live and have the right to work in the UK.
- Have the ability and skills to use ICT equipment.
- Have an understanding of youth work practice and youth participation.
- Have experience of youth work services or good knowledge on youth work and participation.
- The ability to work well with others and in a team.
- Be able to manage your own workload and display resilience.
- Have the ability to understand and identify the impact youth participation has on young people and their communities.
- Have an understanding of Equality, Equity and Diversity and Inclusion.
- Have good communication skills, and experience working with staff at different levels to develop reports, products, and insight.
- Have the ability to receive, input and analyse data, producing accurate and informative reports and written feedback.
- Good verbal and written communications skills with a strong attention to detail. Excellent knowledge of IT systems and Office 365.
- Can thrive in a team-oriented environment. Your ability to listen, share ideas, and support your colleagues will be vital to achieving our goals.

In Addition

As the role will involve direct work with young people successful candidates over the age of 16 will be subject to an appropriate level DBS Check prior to starting their employment.

Our Commitment to Equality, Equity, Diversity and Inclusion

The National Youth Agency is an equal opportunities employer. Committed to equal opportunities policies. We welcome applications from all backgrounds so that our team mirrors the community we serve. We welcome applications from anyone regardless of disability, ethnicity, heritage, gender, sexuality, religion, socio-economic background and political beliefs.

We are committed to providing an inclusive experience for all those who want to apply, and we are committed to removing any barriers in our recruitment processes. So, during the application process we commit to:

- Paying for childcare whilst you are at interviews where these take place in person.
- Paying for your travel costs to the office and back for interviews held in person.
- Making any reasonable adjustments – for example ensuring sign language interpreter organised in advance if you'd like them.
- Providing this document in a word document format readily available to download.
- Offering a guaranteed first stage interview with for disabled candidates who meet the minimum requirements for the role.

Why work for us?

Our team members rated NYA 9 out of 10 as an employer 90% would recommend working at NYA to their friends and family.

What our team say about working at NYA*:

'A great environment to work, with colleagues who I care for & who care about me'

'I feel INCREDIBLY supported & grateful to work for this fantastic organisation'

'Always willing to listen, providing trust & freedom as an employer'

*Source: NYA staff survey November 2023

- NYA operates as a people-first organisation, prioritising the well-being and needs of its employees.
- NYA offers an exceptional flexible working approach which encourages our team to balance professional responsibilities with their personal life.
- Predominantly a remotely based team, spread across England, fostering inclusivity and diverse talent. Despite geographical distances between team members, NYA maintains a highly motivated and connected team through the optimisation of digital tools.
- At NYA we have a shared vision and objectives and our team often express how our supportive work culture increases motivation and promotes teamwork and productivity.
- NYA is committed to supporting the continual personal and professional development of our team and helping them achieve their ambitions.
- We provide 25 days leave plus 8 days, life assurance scheme, 5% employer pension contribution and a comprehensive Employee Assistance Programme with unlimited specialist support.

Additional Information & How to Apply

Location – Home based/remote working

This role is primarily working from home however it will require flexibility to attend meetings, training and organisation visits within England.

Remuneration

Salary Band 7 £11.95 per hour

Terms of Appointment – 1-Year Fixed-Term contract

An offer of appointment will be made once candidates have been interviewed and will be subject to satisfactory completion of eligibility checks, including references, UK Right to Work and Enhanced DBS checks. If you are offered an appointment, you will receive a detailed summary of your main terms and conditions within your contract of employment. All roles have a six-month probationary period.

Hours

Part-Time 10 hours per month. The actual hours you work are flexible, however we will require you to commit to attending Tuesday evening meetings online via zoom.

Safeguarding

This role is subject to the provision of all child protection legislation, and all policies governing staff that work with children and vulnerable adults.

Our Support for You

We will provide you with a full induction, training, supervisions and ongoing support within this role.

If you wish to apply for this position

Please use our online application process to submit the following by **12:00pm on 24th May 2024**. If you experience any difficulties with our online application process, send the below via email to recruitment@nya.org.uk

- **An up to date CV** setting out any jobs, responsibilities and achievements.
- **A 1-page covering letter** answering the following questions:
 1. Why is youth voice and influence important?
 2. How does your lived experience support you to be perfect for this role?
 3. What is your understanding of youth governance?

We are planning to hold interviews on Monday 3rd and Thursday 6th of June, however this will be subject to change)

Help to apply

We are aware that for some people this may be the first time applying for a job, below are some links to follow for guidance on creating a CV and hints and tips on writing personal statements and covering letters.

[CV Advice - Youth Employment UK
Tools, Guides & Support \(continued\) – Amplifi](#)

More about us

Discover more about the National Youth Agency and our work at: nya.org.uk