

## Job description: Project Officer

### Duration:

**Salary:** O3, London, £32,228

**Location:** Flexible

**Reporting to:** Project Manager

**Department:** Network Delivery

**Key working relationships:** Network Delivery department, teams from across the organisation and external stakeholders

### Purpose of the job

Reporting to the Project Manager, you will create a positive impact on young people by delivering effective training and facilitating sessions, translating curriculum and content into engaging and impactful delivery. You will be an expert at holding a room, engaging both youth workers and young people. Alongside this, you will support the project management of the delivery of our provision to the youth sector.

### Why work at UK Youth?

UK Youth is a leading charity that exists to ensure all young people are equipped to thrive and empowered to contribute at every stage of their lives. We work with others to ensure that the youth sector is strengthened, supported, and that provision is youth-led, evidence-informed and delivers high-quality outcomes. UK Youth plays a unique role in addressing the lack of investment in the youth sector, the lack of cross-sector understanding in how youth work makes a difference and the limited opportunities to embed effective solutions. These factors lead to mass inequality of access to youth services for young people.

### Key responsibilities

- Deliver engaging and effective facilitation, training and events across both digital and physical platforms.
- Embed our youth development content and workforce support tools across the youth sector.
- Support the Project Manager with coordination and administration to deliver our evolving digital and physical provision, ensuring it is delivered to the highest quality.
- Schedule and coordinate activity across project work-streams, including the management CRM administration.
- Manage relationships with project stakeholders including delivery partners.
- Conduct visits to youth organisations engaged with both digital and physical delivery.
- Work across the Network Delivery department to embed our provision in a diverse group of organisations across the UK and effectively engage a range of audiences.
- Support the Impact team with monitoring and evaluation of our work as required, including data input and collecting.
- Support the Project Manager to produce reports and presentations as required.
- Support the Project Manager with the development of marketing and communications materials.
- Support the Project Manager to provide opportunities for politicians to engage with the

projects.

- Support the Project Manager with launch and end of programme showcase events.

## Other area of responsibilities

- Deputise for Project Manager and work closely with colleagues to cover department capacity as required.
- Ensure children and young people play a strong leadership role across all of UK Youth's work.
- Keep up to date on new developments and trends within the youth and outdoor learning sectors.
- Work with the Project Manager in setting and working within the annual budget and targets for all activity and Maintain budgets as appropriate.
- Manage and operate within the agreed business plan to ensure that departmental targets and overall strategic aims are met.
- Administrative duties such as; minute taking, arranging travel and booking venues.
- Build relationships with aligned organisations; specifically identifying opportunities to work in partnership where appropriate.
- Act as an ambassador for the organisation, represent UK Youth at sector events and conferences.
- Contribute to the effectiveness of meetings, the sharing of knowledge and experience and the development of UK Youth and its profile.
- Ensure UK Youth Health and Safety and Safeguarding and other appropriate policies are adhered to where necessary throughout delivery. Take reasonable care of own health and safety, and as required by law and described in UK Youth's relevant operating procedures and policies.
- Work closely with the Grant Officer
- Work cross organisationally and update key functions such as; Impact, External Relations and Charity Services.
- Undertake any other duties and reasonable requests in keeping with this post's nature.

## Officer behaviours and expectations

All staff at UK Youth will demonstrate their commitment to our mission to ensure all young people are equipped to thrive and empowered to contribute at every stage of their lives. They will also:

- Be committed to safeguarding principles, and be willing to put the welfare of children and young people at the forefront of your work.
- Have an understanding and belief in the inclusion of all staff, partners and young people irrespective of race, gender, sexuality, age, religion, ability, identity, and experience.
- Able to promote and embed an understanding of equity, diversity and knowledge of how to build an inclusive culture.
- Able to take personal accountability for key work areas and inform wider planning and decision making.
- Able to identify cause and effect relationships and take a solution focused approach when mitigating challenges that arise.

## Person specification: Project Officer Experience

- Demonstrate significant expertise in facilitation and training particularly in youth development content and/or content for youth workers.

- Experience planning, delivering and hosting events
- Experience coordinating activity on projects

## Knowledge, skills and understanding

- Understanding and empathy of the current issues facing young people
- Strong relationship building skills with the ability to connect with people
- Excellent organisation skills with the ability to manage and take responsibility for own workload, handle multiple priorities and to work independently
- Significant knowledge of youth work, youth development and outdoor learning
- Knowledge of effective learning approaches for young people and adults
- Knowledge of accreditation and qualifications frameworks

## Personal qualities

- Inclusive, collaborative and approachable
- Inspiring, motivating and articulate communicator
- A pro-active approach, self-motivated and enthusiastic with initiative
- A 'can-do' and flexible approach with the ability to adapt to changing priorities and manage multiple workloads
- Positive attitude and adaptable approach to work
- Confident in training and presenting to large audiences

This post is subject to receipt of two satisfactory references, an enhanced DBS check and Right to work in the UK. Please note, this job description is subject to change. With any significant change, we will ensure this is discussed with you before any final approvals and or commitments.

This job description does not form part of your contract of employment. You may be required by the organisation to undertake any duties within your skills and capabilities, which the organisation reasonably considers necessary to meet business needs.

