



PROGRAMME OFFICER (UK YOUTH PARLIAMENT)

**£23,445 (PLUS LONDON WEIGHTING
WHERE APPLICABLE)
FULL TIME**



APPLICATION DEADLINE
9AM WEDNESDAY 31 JANUARY 2024



WELCOME

I am so pleased that you are interested in joining our team. We are here to support and empower more young people to find their voice and be heard on the issues that affect their lives and would love you to be part of this.

As the National Youth Council of the UK, we have a big responsibility to young people, and we take that responsibility seriously. Whilst we have much to be proud of in our history, we know that to remain vibrant and relevant to young people we must continually evolve. The key to this is putting young people at the heart of everything we do.

While the British Youth Council works with young people, and is led by a board of trustees who are all under 26, our staff team is a mix of ages and we welcome applicants of all ages and backgrounds. I am immensely proud to be CEO of this fantastic charity; after reading the application pack I hope you feel inspired to join us.



Jo Hobbs MBE, Chief Executive



ABOUT THE BRITISH YOUTH COUNCIL

The British Youth Council is the National Youth Council of the UK. A youth-led charity, we empower young people aged 25 and under to influence and inform the decisions that affect their lives. We support young people to get involved in their communities and democracy locally, nationally and internationally, making a difference as volunteers, campaigners, decision-makers and leaders.

We are young people - and our charity aims to help other young people, whatever their background or barriers they face, to make the world a better place for us all.

Our vision

A world in which every young person is empowered to create social and political change.

Our mission

As the national youth council of the UK, the British Youth Council brings young people together to find their voice and use it to improve the lives of young people. We work with others to amplify young people's voices to create an environment in which young people's views are valued, sought and acted upon.

Our values

Youth led – young people are agents of change and will always be at the forefront of our work. As a youth-led charity, young people are our leadership through our governance structures. They lead and shape our work, and we support them to define their own action for change. We champion youth leadership across all sections of society, evidencing the benefits of engaging young people in decision making and delivery and supporting that to happen.

Collaborative – we actively seek to collaborate with others to make positive change happen. We seek to work with relevant partners to add value to our campaigns and activity, and to be more creative in our approach to making change happen with and for young people. And we recognise the skills, knowledge and experience of young people, volunteers, staff and partners, and strive to achieve more by maximising the opportunities that collaboration provides.

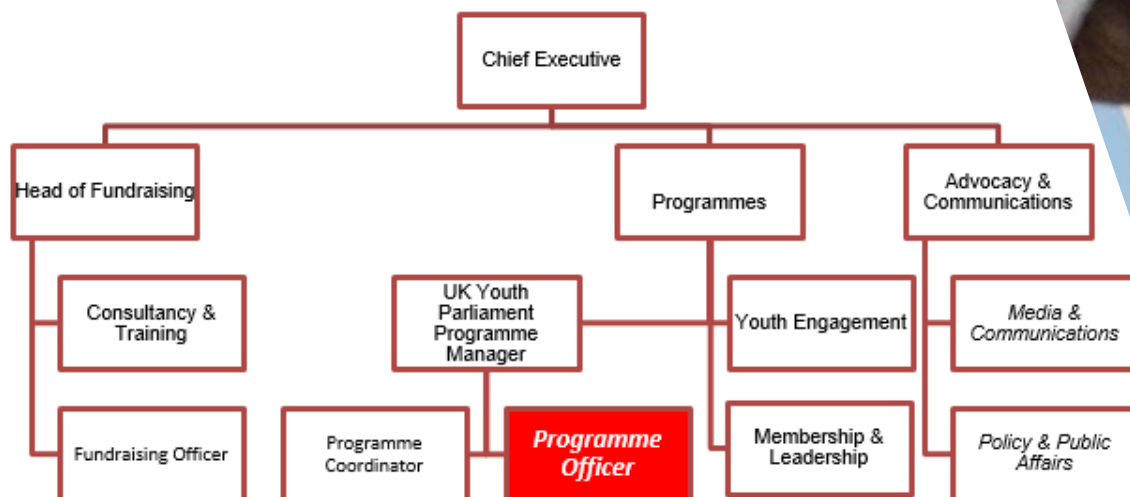
Inclusive – we respect and value diversity and act in a way that includes all. We ensure that all our activities are inclusive, recognising the needs of young people across different communities, and bring young people and partners together to learn from each other.

OUR TEAM

We are a small and passionate team that punches above our weight when it comes to what we deliver for young people. Some of our team are based in our London HQ, with other staff working from home. We are looking to expand our team over the next few years to deliver on our commitment to empowering young people to have a voice and to enable us to support them to access the platforms to be heard.

We all come from different backgrounds and have different life experiences which brings a richness to the team. What binds us together is our commitment to young people having the agency to influence the decisions that affect young people's lives.

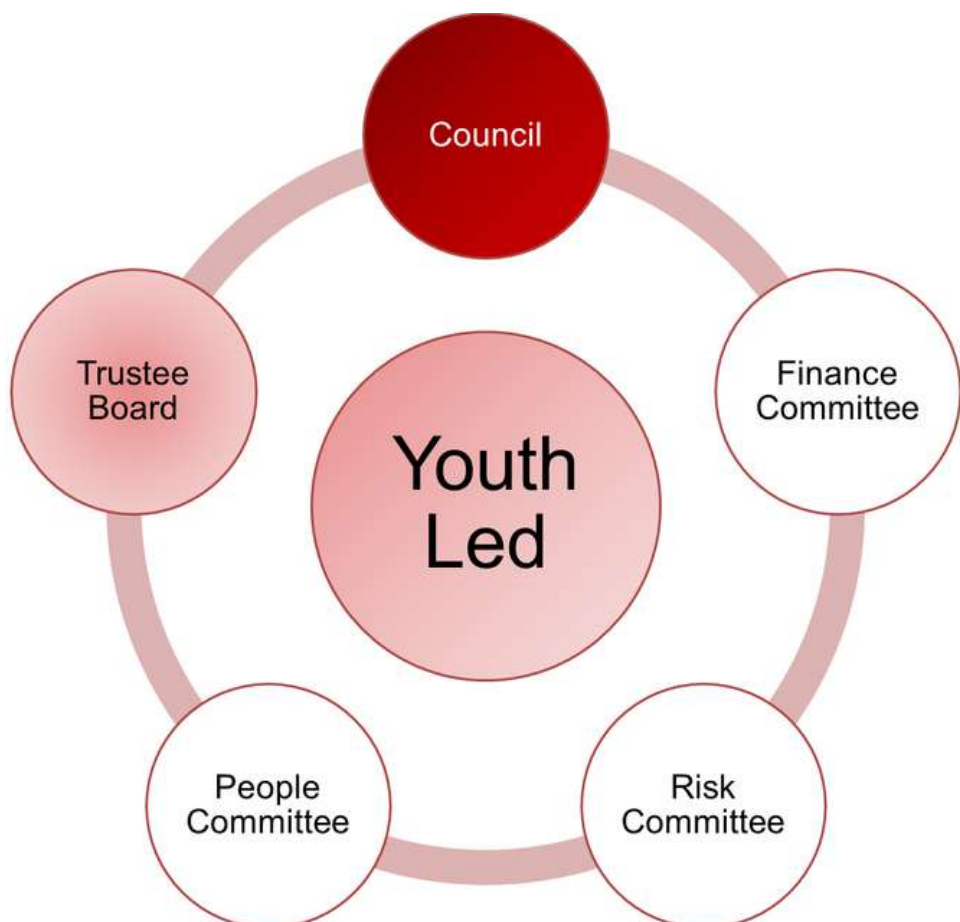
We are committed to creating an inclusive workplace that values and supports the diversity of the team. We currently have a working group looking at how we can be better as an anti-racist workplace and how that flows into our work with young people.



OUR GOVERNANCE

We live by our value of youth led, and this can be seen at the heart of decision making within our charity. As the national youth council of the UK, it is young people, through our Annual Council meeting, who elect members of the trustee board and decide upon the positions that the British Youth Council will take on issues that matter to young people. Our membership ranges from national youth charities like Girlguiding, St John Ambulance, and the National Federation of Young Farmers' Clubs, through to local youth councils.

Our Board are all young people who are passionate about giving young people a voice. They are responsible for the strategy and day to day governance of the charity, working in partnership with the Chief Executive. We are implementing the outcomes of a governance review which will ensure that young people are set up to succeed in this role and that our governance is in line with best practice.



THE ROLE

This role is a vital part of the delivery of the UK Youth Parliament (UKYP) and the wider Youth Voice programme for Local Authorities. You will be working with BYC colleagues and partner organisations to plan and deliver events to develop and empower young people, planning and implementing democratic and advocacy campaigns, and enabling young people to take a seat at the table to influence the decisions that affect young people's lives.

Reporting to:	Programme Manager
Grade	10-16
Responsible for:	No direct reports; may occasional support volunteers or interns
Key internal stakeholders:	All staff, UKYP Steering Group, Members of Youth Parliament
Key external stakeholders:	All staff, UKYP Steering Group, Members of Youth Parliament

Overall purpose

To support the delivery of the UK Youth Parliament programme, ensuring effective engagement of young people in the design and delivery of the programme, and events and activities that have impact for young people and their communities.

Main areas of responsibility

Programme engagement

- Setting up the administrative systems for recording and keeping data on Members of Youth Parliament (MYPs), including gathering consent and maintaining a database that all can access with the details of MYPs.
- Build positive relationships with stakeholders at all levels, including young people, BYC staff partners, and Local Authorities.
- Manage the UKYP email, ensuring effective follow up and referral.
- Support the collaboration with delivery partners, including organising monthly delivery team meetings and writing a weekly programme update.
- Support the Programme Manager with logistical work relating to the Regions and Nations.
- Taking a lead on programmatic aspects as delegated by the Programme Manager.
- Supporting the Programme Manager and Policy & Public Affairs Coordinator with the development and implementation of advocacy campaigns.
- Ensure that effective monitoring and evaluation is carried out to enable us to communicate our impact and support the improved effectiveness of future work, including supporting quarterly reporting.

Event planning and delivery

- To support the UKYP team with event design, including creating event plans and resource requirements.
- Working with the Programme Manager and the wider event team to plan the UKYP Annual Conference, leading on venue, delegate management and other logistics as delegated by management, and supporting the regional events where required.
- Working with the Head of Youth Impact to plan the House of Commons sitting, leading on locating and booking accommodation and other logistics as delegated by management.
- Support the team in working with the Steering Group, including booking travel and arranging online meetings.
- Ensure the principles of youth participation and safeguarding are embedded throughout all planning, support and delivery.

Financial management

- Monitor spend against budgets, identify variances and work with the Programme Manager to address them.
- Process invoices and expenses claims, ensuring correct coding.
- Support the Programme Manager in the preparation of funding proposals, budgets, forecasting and funder reports.

Other

- To be an active and inspiring ambassador for the British Youth Council's brand.
- To be an effective member of the wider staff team, sharing ideas, collaborating with staff, young people and volunteers, to help make the British Youth Council the leading youth voice charity.
- To support the delivery of the British Youth Council's high profile, large scale events as part of the wider team, including the UK Youth Parliament Annual Conference and House of Commons Sitting, and the British Youth Council Annual Council Meeting.
- To conduct all activities in line with our values and in a manner that promotes and enhances the British Youth Council's image and reputation.

Additional information

- To undertake any other duties that may reasonably be required to fulfill the duties of this post.
- Significant evening and weekend working, including residentials, is required for which time off in lieu (TOIL) can be taken, therefore the post-holder must be flexible and able to work at weekends and stay overnight away from home.
- Event delivery involves long hours and so the post-holder needs to be resilient and able to manage their own energy levels in negotiation with the team.
- The role will involve travel within the UK, the cost of which will be covered by BYC.

PERSON SPECIFICATION

Knowledge

- Customer service principles
- Youth participation principles (desirable)
- Safeguarding principles (desirable)

Experience

- Proficiency with Microsoft Office, including Word, Excel and PowerPoint
- Use of online meeting platforms such as Zoom (as an organiser)
- Working as part of a team
- Experience of working with young people
- Event coordination (desirable)
- Familiarity with databases and online event softwares (eventbrite, salesforce, etc.) (desirable)

Skills

- Excellent attention to detail
- Effective verbal and written communication with a range of different stakeholders
- Excellent interpersonal skills
- Excellent organisational skills
- Ability to prioritise competing demands and work to deadlines
- Ability to deal with problems and queries with sensitivity
- Group facilitation (desirable)

Values and behaviours

- Supportive of the mission, vision and values of the British Youth Council
- Committed to working in partnership with young people
- Proactive approach to work
- Willingness to get involved and collaborate

EMPLOYMENT DETAILS

Contract type

This post is full time although flexible working hours will be considered. The post holder will be required to work additional hours – including evenings and residential weekends – for which time off in lieu (TOIL) will be available. Overtime is not paid. It is a fixed term contract until the end of March 2025, renewable subject to funding.

Salary

The salary for the position is £23,445 plus London Weighting if based in the London Office. The salary range for this role is £23,445 to £26,182. It is our normal practice to appoint at the bottom of the scale but this can be reconsidered in an exceptional circumstance. We also match employee contributions to their pension up to 5% of qualifying salary.

Notice period

During probation the notice period is one week for both parties, and one month thereafter.

Probation

This post will be subject to a probationary period of 12 weeks (3 months).

Holiday entitlement

25 days of paid holiday per year plus bank holidays for full time staff. All staff are also able to request up to five days additional paid volunteering leave each year. After two years' service staff are eligible to request sabbatical leave.

Location

We have a mixed model of home workers and those based in our London office, and so there is flexibility about where this post is based, including hybrid working for those based in London.

Flexible working

We are committed to ensuring that our staff have a good work-life balance. Our core hours are 10am and 4pm, and working hours will be agreed with your line manager. We support homeworking for staff based in the office to manage life admin as well as to get some focus on those occasions when it is needed.

Medical and criminal records check

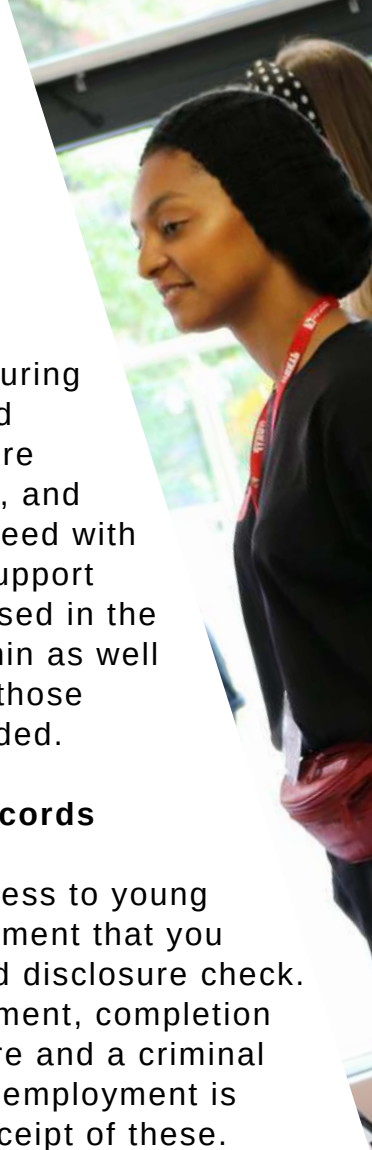
This post will involve access to young people and it is a requirement that you undergo a criminal record disclosure check. Upon successful appointment, completion of a medical questionnaire and a criminal record disclosure check, employment is subject to satisfactory receipt of these.

Learning and development

We are committed to supporting our staff through a variety of methods including coaching, mentoring, e-learning, shadowing and individual courses. Each staff member has a learning and development plan that is reviewed annually. Vacancies in the British Youth Council are advertised internally to encourage staff to progress their careers within the charity.

Staff support

All staff have access to an externally provided Employee Assistance Programme offering counselling and advice to both staff and their immediate family. All staff have a named line manager who provides regular support and supervision. We also have an enhanced sick pay package to ensure that our team feel able to take the time off they need to recover from illness without financial penalty.



HOW TO APPLY

We want you to have every opportunity to demonstrate your skills, ability and potential; please contact us if you require any assistance or adjustment so that we can help with making the application process work for you. You can contact us at jobs@byc.org.uk.

Deadline for applications: 9am, 31 January 2024

Please complete the application online at [Charityjob](https://charityjob.org.uk). You will need to upload a CV and answer the following questions (max 250 words each).

- What motivates you most about working with young people? Please use your personal experience to explain.
- Can you give us an example of when you have organised an event and what skills you used to ensure the event was a success?
- We want the UK Youth Parliament Programme to be a positive experience for everyone involved, including young people, youth workers, partners, staff and volunteers. Using a precise example, tell us about a time you have had to deal with a dissatisfied stakeholder (customer, client, volunteer, colleague, etc.) and how you handled it.

Candidates shortlisted will be invited to attend interviews which will be held via Zoom week commencing 5 February 2024.

Unfortunately we are unable to give feedback to applicants not shortlisted for interviews. We do provide feedback upon request to candidates interviewed.

We are hoping that the successful candidate will start as soon as reasonably practicable.



The British Youth Council

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W: www.byc.org.uk

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