

## Job description: Youth Development Officer (Towns & Cities of Social Action)

**Duration:** Fixed term for 10 months until 31 March 2027; 37.5 hours per week

**Salary:** O3 - £33,840

**Location:** London office and remote hybrid; travel across England required

**Reporting to:** Youth Development Manager

**Department:** Network Delivery

**Key working relationships:** Our partner on the #iwill Movement; Volunteering Matters, Network Delivery, Youth Participation Team, Charity Services, Impact, External Relations, Outdoor Learning.

### Purpose of the job

This is a great opportunity for someone who's passionate about supporting the delivery of the youth engagement strategy for the #iwill Movement and ensuring young people are at the centre of our work at UK Youth.

The Youth Development Officer (Towns & Cities of Social Action), will support the development and delivery of youth participation in our place-based work with the #iwill Movement and UK Youth Network. You will create positive relationships with local youth organisations and young people, so that our work is driven by their voices and experiences, helping to develop and deliver a range of opportunities and activities to build and engage different communities of young people. You will help empower young people to become active citizens and create positive change, by creating innovative ways for young people to engage in various networks through volunteering, social action and campaigning projects.

### About UK Youth

UK Youth exists to widen the reach and deepen the impact of youth work and outdoor learning. We support a network of thousands of youth organisations across the UK to improve young lives every day. At the same time, we are transforming the policies, investment, and ideas needed to future-proof youth work and outdoor learning for generations to come:

- We back youth work leaders with the evidence, connections, and investment they need to thrive.
- We keep youth work effective with research, large-scale pilot programmes, and professional development initiatives.
- And we work with young changemakers to inspire lasting change in the attitudes of the public and funders.

### Key responsibilities

- Ensure partners and young people in our eight #iwill Towns & Cities of Social Action (TaCSA) understand and feel connected to the #iwill movement through consistent

communication, engagement in opportunities, and inclusion in movement development discussions/activities.

- In partnership with our partners in the TaCSAs, develop and deliver a programme of youth development and social action activity, with emphasis on those communities.
- Working closely with the Communications team, co-create and support communications that profile youth voice, platform stories, and showcase impact through digital and traditional media.
- Facilitate opportunities for young people to build their confidence, skills and leadership through volunteering, campaigning and social action opportunities.
- In partnership with the Nationally-focused Manager and Officer, ensure young people from our TaCSAs have access to opportunities to influence and take action at a national level as well as in their local area.
- Coordinate and support on youth-facing campaigns and events such as Power of Youth Day, #iWill Week, and key regional activities.
- Ensure opportunities for young people prioritise inclusion and accessibility for those who might need additional support and encouragement to step up and engage.
- Support young people to create digital content (e.g. blogs, videos, social posts) and partner with them to tell their stories across local and national platforms.
- Develop content on agreed digital platforms to engage and connect young people and networks across the UK.
- Organise and manage logistics for youth activities: prioritising safeguarding, appropriate briefings, communication promotion and stakeholder coordination.
- Engage with partners and stakeholders—youth workers, media, funders, local authorities—to build alliances, increase visibility of youth-led work and encourage new opportunities.
- Communicate the benefits of the UK Youth and #iwill Movement and progress against our priorities to organisations and individuals, through a variety of channels, updates and specific marketing campaigns.

## **Safeguarding, inclusion and wellbeing**

- Ensure safeguarding policies and procedures are upheld across all youth participation activities, creating a safe and inclusive environment.
- Promote a culture of safeguarding across the organisation and delivery partners.
- Champion the wellbeing of young people, ensuring appropriate support structures are in place.
- Keep up to date with best practices and legislative requirements in youth work and safeguarding.
- Work closely with line manager and safeguarding leads to manage any concerns or incidents appropriately.
- Integrate equity, diversity and inclusion principles and practice across youth participation delivery.

## **Other areas of responsibility**

- Organise event delivery and manage communications timelines and platforms (e.g. CRM, SharePoint, newsletter content).

- Ensure safeguarding policies and equity-centred practices are upheld across all youth engagement and communications activities.
- Work with place partners to grow a diverse, connected network of #iwill Ambassadors, Champions and promote the Power of Youth Charter.
- Maintain accurate data records and contribute to monitoring, evaluation and reporting activities for internal and funder purposes.
- Comply with data protection legislation and act responsibly on matters of data disclosure, both internally and to third parties
- Contribute to internal communications and cross-departmental collaboration at UK Youth and Volunteering Matters.
- Support the identification of new place-based opportunities and growth areas for youth participation and storytelling.

## Youth Development 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 able to fulfil the below expectations and behaviours:

- Be committed to safeguarding principles, and be willing to put the welfare of children and young people at the forefront of your work
- 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
- Actively promotes and embeds understanding of equity, diversity and an inclusive culture
- Able to take personal accountability for key work areas and understand individual accountabilities within work areas back to inform planning and decision making
- Able to be solution focused in their thinking and approach.
- Undertake any other duties and reasonable requests that are in keeping with the nature of this post.

## Person specification: Youth Development Officer

### Experience

- A nationally recognised youth work qualification or ability to demonstrate experience of frontline youth work delivery, understanding of contextual safeguarding and data protection is highly desirable.
- Experience of working with young volunteers and/or social action projects.
- Demonstrated experience in digital engagement and communications activities—especially creating content with young people.
- Experience of using digital platforms to engage networks and communities.
- Proven track record of project coordination, event management, or logistical planning within a youth or voluntary sector setting.
- Experience working in place-based contexts and understanding how to engage local communities and young people meaningfully.

- Confident engaging with and coaching young people to take on new opportunities, lead campaigns, tell their stories, or influence decisions.
- Familiarity with facilitating groups sessions and workshops is highly desirable.

## Knowledge, Skills and Understanding

- Empathy for and understanding of the needs of young people and ability to manage personal and professional boundaries appropriately.
- Understanding of youth participation principles and the aims of the #iWill Movement.
- Strong organisational skills and excellent time management; enabling you to balance multiple competing priorities and handle matters efficiently and proactively.
- Excellent communication skills—both written and verbal—across diverse audiences.
- Proven ability to convey complex information in an accessible manner to a variety of audiences (including young people).
- Skilled at using CRM, MS Office, Canva and digital collaboration tools
- Comfortable working in a hybrid/remote setting.
- Understanding of safeguarding, data protection and accessibility in youth-facing environments.
- Knowledge of how media and public relations can amplify youth voice and influence systems change.

## Personal Qualities

- Energetic, curious, and passionate about empowering young people to lead change in their communities.
- Approachable and collaborative with strong interpersonal skills and a youth-centred approach.
- Strategic thinker with a hands-on delivery mindset—equally confident writing a campaign brief or facilitating a youth-led session.
- Comfortable working flexibly, including occasional evenings/ weekends and travel across England.
- Highly organised with a 'can-do' attitude and commitment to equity, representation and inclusion in everything you do.
- A passion for the youth sector and strengthening the UK Youth and #iwill Movement.

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. 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.

As part of the recruitment process UK Youth will be gathering and uses certain information about you. For further information regarding this please review our [Data Protection Privacy Notice](#) which explains what data of yours we process and how we use it.