

Fair Education Alliance

Youth Engagement Coordinator

About the Fair Education Alliance

The Fair Education Alliance (FEA) unites 294 member organisations under a shared vision that no child's educational success is limited by their socio-economic background.

Our members (charities and social enterprises, think tanks, businesses and foundations, unions, universities and schools) are working collectively to create an inclusive education system.

We do this through:

1. **Building a unified collective mission for vision and action:** We help the sector speak with one voice for the benefit of disadvantaged children and young people. We do this through developing joint responses, inputting into government strategy, and producing an [annual state of the nation](#) measuring inequality in education and making our recommendations for change.
2. **Connecting and coordinating actors across the ecosystem:** We bring our members together to coordinate and strengthen everyone's work. We do this through our Collective Action working groups, weekly bulletin, [Annual Summit](#) and our [Digital Membership Tools](#) – a member directory and interactive ecosystem map – which help members to collaborate and target their work.
3. **Diversifying leadership of the collective agenda:** We believe our work must include and reflect the people it seeks to serve. Young people are crucial to this. We work with our [Youth Steering Group](#) to influence the system and policy change they want to see, and we build the capacity of the education sector to improve their youth engagement practice.
4. **Promoting systemic and need-based scaling strategies:** We run two Awards to nurture new ideas and scale impactful solutions to address inequality in education. The Awards provide our portfolio of [Award Winners](#) with salary and intensive support to develop, test and scale their initiatives to the areas of greatest need.

About the role

This is an exciting opportunity to be a part of the movement to ensure young people, including those who have faced barriers to a fair education, are respected and heard in decisions affecting their education.

You would be joining the organisation at a very exciting time as our youth engagement work is growing and building momentum across the sector. We are also delighted to be continuing our partnership with [Mission 44](#), a charitable foundation founded by Sir Lewis Hamilton to transform the lives of young people facing disadvantage and discrimination, to continue to scale our impact and influence and improve youth engagement across the education sector.

This role will play a critical part in the success of this work. As the Coordinator you will work with our Head of Youth Engagement to ensure our Youth Steering Group can lead their own campaign activities, engage directly with decision makers, and collaborate with other young people to bring about the change they want to see. You will also support and manage the logistics of our Youth Summit, Youth Engagement Working Group and our Youth Participation in Policy Working Group.

Key Responsibilities

Youth Steering Group: Our Youth Steering Group is made up of 25 brilliant young people, aged 14-24, who want to make education fairer. The group draw on their lived experience of the different barriers to accessing a fair education, to campaign for change and support the FEA to ensure our work best serves the young people who need it most. You will:

- Work with the Head of Youth Engagement to prepare for and support the group's monthly Zoom calls, in-person training days and personal development plans. This includes scheduling calls, session planning, preparing meeting resources, using Zoom functions such as break out rooms and polls, facilitating activities and capturing key actions and maintaining activity data.
- Support the young people to work together to write their monthly Youth Bulletin. This includes suggesting topics, proofing the young people's writing, collating opportunities from across the sector for them to share with other young people and building and sending the bulletin in Mailchimp.
- Support the young people to engage with our Board of Trustees. This includes setting up briefing calls and helping the young people prepare their presentation.
- Work with our Membership Engagement Manager to support the young people to participate in FEA Collective Action Working Groups and policy influencing opportunities on themes they are interested in.
- Work with our Head of Communications to support young people to create content to promote the work the group are doing, influence change and get other young people involved.
- Manage logistics for the young people attending events and other opportunities.
- Support the evaluation and recruitment processes at the end of the programmatic year.

Youth Summit: In October we will be hosting our second Fair Education Youth Summit in partnership with Mission 44. The event is led by young people on our Youth Steering Group and the Mission 44 Youth Board and will bring together young people from across our membership and the wider education and youth sectors to develop their youth leadership skills, collaborate on campaign asks and align their influencing priorities. You will:

- Support the Events Manager with the event logistics including organising young people's travel and communicating with the venue and suppliers.
- Support with guestlist management and participant communications for the event, including managing the guestlist and tracking attendees, cleaning and analysing guestlist data, and preparing pre and post event communications to invitees.
- Support the Head of Youth Engagement and Impact and Evaluation Manager to collect and analyse the attendance, feedback, and outcome data from the event.

Youth Engagement Working Group: Our Youth Engagement Working Group supports FEA members and other sector organisations to increase and improve their own youth engagement practice. You will:

- Support the management of logistics, promote the workshops, and communicate with working group members.
- Support the background technical facilitation of the online workshops, including using Zoom functions such as breakout rooms and polls, managing participants and co-hosts, monitoring the chat and sharing resources.
- Ensure the attendee data and feedback is correctly logged and actioned.

The critical responsibilities of this role are described above. They may be subject to reasonable changes from time to time in line with business need and the decisions of the youth leaders we support.

About You - Skills and Experience

Essential

- **Commitment to our work**
 - Passion for reducing inequality in education.
 - Commitment to working with young people as equal partners and supporting their leadership.
- **Working with young people**
 - Experience of volunteering or working with young people from diverse backgrounds.
 - Experience of facilitating in-person and/or online meetings or workshops with young people.
- **Communication and working styles**
 - Good verbal and written communication in English- compelling, clear and grammatically correct.
 - Good interpersonal and teamwork skills and experience of working collaboratively with others.
 - Experience of self-directed problem solving, e.g. using the resources and people available to find solutions to challenges you are facing.
 - Experience of being self-motivated, staying focused and working independently.
- **Project management and administration skills**
 - Excellent organisational skills, including the ability to balance multiple projects and deadlines at the same time and prioritise where necessary.
 - Good IT skills, confident using Microsoft Excel, Powerpoint and Word.
 - Experience using virtual meeting platforms such as Teams or Zoom.
 - Experience with logistics such as searching for, comparing and booking transport, accommodation and/or suppliers.

Desirable (but not essential)

- Experience of volunteering, campaigning or doing youth social action related to education or reducing inequality in the UK.
- Understanding or experience of youth participation e.g. youth boards, youth steering groups, young trustees.
- Understanding or lived experience of the education and youth sectors in England.
- Knowledge of how to use social media, including Twitter, LinkedIn, Instagram and TikTok.
- Experience of event planning.

We **do not** require applicants to have a degree or any specific qualifications. This is intended to be an early career role and therefore you are not required to have work experience in the education or charity sector. Instead, you are welcome to demonstrate the essential skills by drawing on experiences from your education, volunteering, work in other sectors and/or home life.

Terms and Conditions

Contract: Fixed Term Contract (until 30 April 2025) with the possibility to extend.

Hours: Three days a week (0.6 FTE) – there is flexibility on allocation of these hours across the week.

Please note as this role works with young people there will be occasions where your working hours will be outside the standard 9-5:30pm. This will typically be a few meetings per month that can last until 7pm and about three weekend days over the course of this contract. This is to ensure our activities fit around the young people's education and work commitments.

Salary: £28,000 per annum (at 0.6 FTE this would be approximately £16,800 before tax).

Reports to: Becca Weighell, Head of Youth Engagement

Start date: As soon as possible

Holidays: 27 days per year, plus eight bank holidays (pro-rata)

Location: Hybrid. Expected to be in our London office in Victoria at least one day per week. You can be remote every other day or come into the office. Your office days are flexible and can be agreed with your manager, other than for monthly team days where you must be in person. Some nationwide travel expected for Youth Steering Group training days, events and conferences.

Benefits: Comprehensive pension scheme (up to 6% employer contribution) and private healthcare package for all employees.

Right to Work: All applicants must have the right to work in the UK.

Diversity and Inclusion

We are committed to recruiting a workforce that reflects the population and **will prioritise applications from historically underrepresented people**, including from Black and minority ethnic backgrounds, LGBTQ+ people, people with disabilities, those from working class backgrounds, and people who have experienced other forms of exclusion or marginalisation.

We want to cultivate a fair and inclusive environment, where everyone can be themselves and thrive. We have tried to make this recruitment process as accessible as possible but know that there might be more that we can do, particularly if you have experienced exclusion, disadvantage or discrimination, or if you have particular accessibility needs.

We would be happy to provide further support that you may require - please get in touch with us via info@faireducation.org.uk if you would like to discuss with us.



The Fair Education Alliance is also a signatory to Youth Employment UK's Good Youth Employer Charter and is therefore committed to ensuring we offer a youth inclusive environment.

How to Apply

Please send a cover note and CV to info@faireducation.org.uk with the subject line 'Application – Youth Engagement Coordinator'. Your cover note should answer the following questions and be no longer than two A4 pages:

1. Why do you want to be part of the Fair Education Alliance Secretariat team?
2. Why do you believe involving young people in our work is important?
3. How you meet the skills and experience set out in this job description? Please provide specific examples.
4. We kindly ask you to complete our [Equal Opportunities Form](#) to make sure we can continue to be as fair and inclusive as possible. All responses are optional and anonymous.

Application deadline: 8am on 31st July 2024.

Candidates will be notified by the end of the day on Friday 2nd August as to whether they will be progressing to interview.

The recruitment process will take place in two rounds:

- **First-round interview:** 13th and 14th August (online)
- **Second-round interviews:** 21st August (in-person at our London Victoria office)

Interview questions will be sent in advance. You will be asked to complete a task during the first interview and another ahead of the second interview.

Safeguarding

The Fair Education Alliance is committed to safeguarding all the children and young people we work and interact with. We take this responsibility seriously, with the focus being on their safety and welfare. As we are a small team, it is likely all our employees will have some interaction with children and young people we work with, whether at an event or through our youth engagement work and therefore all offers of employment are conditional on referencing and Disclosure and Barring Service (DBS) checks and all employees are required to take part in regular safeguarding training. For more information please refer to our [Safeguarding Policy](#).

Given the responsibilities of this role the offer of employment will be conditional on **an Enhanced DBS Check**. You are required to declare any criminal convictions ahead of this DBS Check. For further please refer to our [DBS Use Policy](#).