



## The Youth Endowment Fund Youth Understanding Manager (Youth Voice and Programmes)

### Full time

<b>Reports to:</b>	Head of Youth Understanding
<b>Salary:</b>	£40,000
<b>Contract:</b>	2 years fixed term - potential to extend
<b>Closing date:</b>	5pm Thursday 29 <sup>th</sup> August 2024
<b>Interviews:</b>	W/C 9 <sup>th</sup> September 2024
<b>Location:</b>	Central London, Hybrid*

### About the Youth Endowment Fund

*We're here to prevent children from becoming involved in violence. We do this by finding out what works and building a movement to put this knowledge into practice.*

In recent years, violent crime involving children has increased. This is a tragedy. Every child is an important member of our community and society has a duty to protect them.

The Youth Endowment Fund (YEF) is a charity with a £200m endowment that exists to reverse this trend. We will help to achieve this by finding out what works to prevent children becoming involved in violence and building a movement to put this knowledge into practice. We do this by funding, evaluating and then spreading the very best work on reducing violence across England and Wales.

### This role and why it's important

It's critical to our mission that we understand how and why young people become involved in violence. The YEF's work combines conducting rigorous evaluations



and research studies with hearing directly from young people. It's vital that young people also play a central role in the messages we share externally.

Two ways we do this are through our [Youth Advisory Board](#) and our youth-led research and social action project about children's experiences of violence – the [Peer Action Collective](#) (PAC).

The Youth Advisory Board is made up of young people aged 16–25. Many have lived experience of violence and advise the YEF across all areas of our work to ensure that young people's perspectives are taken on board as we pursue our mission. Youth Advisory Board members contribute to the governance of the organisation, advise on the decisions we make and represent the YEF at external events.

The Peer Action Collective (PAC) is a network of young people who take a peer-led approach to understanding violence affecting young people. Young people with lived experience of violence find out from other young people what needs to happen to tackle important issues in their communities and turn these insights into social action projects so that this research is used to create change. PAC's research contributes to YEF's understanding of young people's involvement in violence, the drivers of this and how violence can be reduced.

### **Key responsibilities**

We're looking for a passionate Youth Understanding Manager who is committed to ensuring that evidence and a deep understanding of young people are central to everything that we do. The Youth Understanding team is small; we work supportively and collaboratively across our projects, but each have key responsibilities we lead on.

As Youth Understanding Manager you will:

- Oversee the YEF's Youth Advisory Board (YAB), ensuring that we recruit and retain a diverse range of young people with expertise and lived experience relevant to our work and that YAB members are supported and safeguarded throughout their time with YEF.

- Lead the strategy and manage the Youth Advisory Board delivery alongside the Youth Voice and Project Officer – including leading regular meetings, budget management, project development and internal and external communications. Some evening and occasional weekend work will be required.
- Be a great line manager to the Youth Voice and Project Officer.
- Build strong relationships with our [Peer Action Collective](#) grantees, providing them with ongoing management and support through the life of their funding, including visiting grantees and linked projects to see the work first-hand.
- Be responsible for monitoring the contracting and performance of Peer Action Collective grantees, ensuring targets are met and any project risks are effectively mitigated.
- Work with YEF teams, as well as internal stakeholders, to identify gaps in youth understanding and work with the YAB to fill these – working creatively and flexibly to ensure youth voice can amplify, support and give context to other forms of our research and evaluations.
- Think strategically about how young people’s voices are embedded within YEF, including our external communications through stories, case studies and youth people’s insights; creating processes to make this happen and then managing those processes excellently.
- Represent the Youth Endowment Fund at external events on behalf of the Youth Understanding team.

**You are this sort of person:**

- ***You don't want your days to pass without making a difference.*** You want to play a significant part in reducing the level of violence affecting young people.
- ***You understand and have worked with young people.*** You recognise the huge potential of young people to drive change and have firsthand experience in facilitating, supporting and safeguarding them.

- ***You have experience with stakeholder engagement:*** You're comfortable seeking the views of young people and other stakeholders to help gather experiential insights for our work. This could include facilitating sessions with them.
- ***You are a naturally curious person and see the importance of using evidence to learn what works to prevent violence affecting young people:*** You're comfortable using evidence to guide your work and motivated to ensure young people's voice are heard in the evidence YEF shares. You are thoughtful about the way youth voice can work alongside other forms of research and evidence.
- ***You are an excellent communicator.*** You can combine your technical expertise with experience of communicating complex evidence and analysis in a simple and accessible way to non-experts.
- ***You are a highly effective project manager.*** You're comfortable seeing projects from beginning to end, tracking progress across different workstreams and ensuring delivery keeps to deadlines.
- ***You win people over.*** You can build great partnerships and are comfortable working with a range of different people, including young people.
- ***You are committed to equality, diversity and inclusion.*** You believe and act in a way that celebrates and encourages a range of experiences, views and values

**While it's not a criteria, we're especially interested to hear from applicants who have lived experience of violence affecting young people.**

It's also important to us that the people we hire do not discriminate. We believe in being inclusive and giving everyone an equal chance to succeed. Applications are welcome from all regardless of age, sex, gender identity, disability, marriage or civil partnership, pregnancy and maternity, religion or belief, race, sexual orientation, transgender status or social economic background.

**Additional benefits include**



£1,000 professional development budget annually, 28 days plus Bank Holidays, four half days for volunteering activities.

### Hybrid working details

The office is based in Central London. Those living in and around London are expected to be in the office a minimum of 2 days per week. If you live outside of London and work remotely, you'll be expected to work from the London office 2 days per month.

### If you're interested

To apply, please send a CV and cover letter, and complete the monitoring form click on "**Apply for this**" button **by 5pm 29<sup>th</sup> August**.

You should also include the contact details of two referees, one of whom must be your current or most recent employer. Referees will only be approached with your express permission.

This role is advertised as full time at 37.5hrs per week. As part of our commitment to flexible working, we will consider a range of options for the successful applicant. All options can be discussed at interview stage.

You will also be required to provide proof of your eligibility to work in the UK.

### Interview process

**Interviews will take place the week of the 9<sup>th</sup> September.**

### Personal data

Your personal data will be shared for the purposes of the recruitment exercise. This includes our HR team, interviewers (who may include other partners in the project and independent advisors), relevant team managers and our IT service provider if access to the data is necessary for performance of their roles. We do not share your data with other third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you. We do not transfer your data outside the European Economic Area.

**An enhanced DBS check** will be required if successful, but a criminal record is not a block on performing this role.