

PLAN INTERNATIONAL UK JOB PROFILE

Job Title	Youth Engagement Lead
Directorate	Influencing and External Affairs
Unit	Policy, Campaigns and Youth
Grade	3
Salary	£46,400 per annum
Hours	Full-time – 5 days (34.5 hours) per week
Contract type	Permanent
Location	UK based - hybrid working model, where staff split their time between working at home and at our office near Old Street.
Reporting to	Head of Policy, Campaigns and Youth
Responsible for	Youth Engagement Officer

Overview

Plan International UK is a global children's charity striving for an equal world. One where every child can reach their full potential and every girl can choose her own future.

We bring people together to protect children's rights and keep girls safe, in school and in control of their bodies – even when disaster strikes. And we won't stop until we are all equal.

You can find out more about Plan International UK and our work [here](#)

To find out more about working at Plan International UK please visit our [careers site](#).

The Youth Engagement Lead is based in the Policy, Campaigns and Youth Unit (PCY) within the Influencing and External Affairs Directorate.

The **Influencing and External Affairs Directorate** builds awareness, fosters engagement and mobilises support for Plan International's mission of children's rights and equality for girls, and works with diverse young people to advocate for change. It delivers powerful influencing strategies through policy and campaigning, in partnership with young people in the UK and globally. It creates engaging and impactful communications, a cohesive brand presence, and builds relationships with stakeholders in support of our objectives, ensuring that our charity's message and impact resonates with audiences. And it drives our organisational ambition to centre young people and youth voices across our work.

The newly formed **Policy, Campaigns and Youth Unit** is a dynamic and agile team that brings together our policy, advocacy, campaigning and youth engagement work to influence change for girls' rights and gender equality globally and in the UK. We advocate to Government and Parliament, mobilise our supporters to campaign for change and build meaningful partnerships with young people around the world to shape and deliver our work. The Unit drives Plan International UK's ambition to listen to, act on and platform the voices of diverse young people, and shift power through anti-racist and decolonising approaches in our influencing. And it harnesses the power of its stakeholder relationships to build understanding of and support for Plan International UK's wider work.

Job Purpose

To lead an agile and innovative youth function that shapes and delivers meaningful and inclusive youth engagement across key areas of Plan International UK's work. This includes managing our Youth Advisory Panel, partnering with young people and youth-led organisations in advocacy, campaigns and other opportunities, and engaging with colleagues across the Plan International family to identify and deliver collaborative opportunities. The role provides direction and guidance to Plan International UK's ambition to become a more youth-centred organisation, including through effective safeguarding, and centre youth voices in our work.

Key Deliverables	Key Activities
Lead efforts to ensure Plan International UK meets its ambition to be a youth-centred organisation	<ul style="list-style-type: none">• Develop plans to further Plan UK's ambition to be a youth-centred organisation, working with relevant teams to identify and implement opportunities to achieve this• Identify opportunities to improve Plan UK internal policies that support youth engagement and delivery of our work with young people, engaging with relevant teams to do so (eg remuneration policies)• Coordinate a consistent approach across the organisation on best practice youth engagement, and provide advice including sharing information and guidance internally (including in project design, advocacy, communications and other areas)• Develop and deliver training sessions, workshops and strategic advice to staff to build the capacity of staff to work effectively with young people, and include youth engagement in their work, where relevant• Maintain up to date information on youth programming and initiatives across the wider Plan International family and look for opportunities to collaborate, including by playing an active role in relevant global working groups• Work with others to ensure our policy positions and approaches are informed by young people and in shaping our approaches to shifting power and equitable youth partnerships• Working with monitoring and evaluation colleagues, design an approach to monitoring and evaluating the impact of our youth engagement, and adapting it based on learnings• Work with colleagues to ensure we are communicating to supporters on youth led change and impact• Provide regular youth engagement updates on activities, impact and learning to the organisation including senior leadership
Deliver direct youth engagement and partnerships and oversee Youth Advisory Panel (YAP)	<ul style="list-style-type: none">• Working with the Youth Engagement Officer, ensure our approach to the design, recruitment and management of our Youth Advisory Panel is in line with our values and inclusive, anti-racist approach; delivers a meaningful experience for those involved; and contributes to shaping Plan International UK's work and impact• Oversee management of our Youth Advisory Panel by the Youth Engagement Officer• Lead delivery of our annual 'Girls Takeover' programme giving young people opportunities to 'Take over' senior leadership roles in the UK across multiple sectors, including coordinating colleagues from across a range of teams to support delivery

	<ul style="list-style-type: none"> • Provide direct support to young people to be engaged in Plan work including advocacy strategies and events, campaigns, external affairs, research and fundraising events • Working with the Youth Engagement Officer, take part in matrix campaigns teams led by the Campaigns Lead contributing youth engagement advice and expertise and delivering youth engagement as part of campaigns
Networking and Partnership Building	<ul style="list-style-type: none"> • Establish and maintain partnerships with youth-led organisations and partners, community groups, Plan International Federation colleagues and other stakeholders to ensure young people are effectively engaged in our work • Ensure we are taking best practice approaches, learning from others and working in partnership where possible
Fundraising and Programme Design	<ul style="list-style-type: none"> • Contribute to efforts to fundraise for our work with young people from a range of donors • Work with colleagues across International Programmes, Major Partnerships Unit and other fundraising teams where relevant to support fundraising and programme design for youth centred programming
Supporting an effective Safeguarding culture for all youth engagement activities	<ul style="list-style-type: none"> • Play a core role in driving an effective and consistent safeguarding culture for youth engagement at Plan UK, with high and proportionate standards for all youth engagement activities and an appropriate balance between protection and empowerment of young people • Working closely with the Youth Engagement Officer and others, implement our Safeguarding policies and procedures regarding activities with young people, and support implementation by others; including making informed judgements about how best to implement these policies in a range of different circumstances, taking advice where necessary and providing guidance to others • Escalate safeguarding concerns when they arise in line with the Plan International and Plan International UK Safeguarding policies • Keep accurate records of all safeguarding data, incidents and concerns in line with policy.
Line Management	<ul style="list-style-type: none"> • Provide effective line management to the Youth Engagement Officer in line with the organisation's Feminist Leadership Principles
Other Duties	<p>Contribute to the Unit, Directorate and organisation's wider work including:</p> <ul style="list-style-type: none"> • Actively contribute to and deliver on efforts to take an anti-racist approach across all our work • Contribute to monitoring, evaluation and learning of our work
General	<ul style="list-style-type: none"> • Ensure that all activities undertaken on behalf of Plan International UK, externally or internally, are in line with the overall aims and values of the organisation and with policies and procedures • Participate in training and other activities as requested
Awareness and Representation	<ul style="list-style-type: none"> • Commitment to Plan International UK's positions and approach on promoting girls' rights and gender equality, diversity and inclusion and anti-racism and integrating this into all aspects of work • Commitment to developing understanding of and implementing Plan International UK's feminist leadership principles

Level of Safeguarding Responsibility	<p>High – Direct regulated activity with children, young people or programme participants frequently or unsupervised, or with line management responsibility for those in direct contact.</p> <ol style="list-style-type: none"> 1. Act as a role model representing Plan International’s commitment to non-discrimination and safeguarding 2. Report safeguarding concerns in a timely manner and co-operate in investigations as appropriate 3. Understand the relevance of safeguarding to your role and make sure you mainstream safeguarding in your work in order to fulfil Plan’s duty of care <p>An Enhanced DBS check with child barred list check will be required.</p>
Level of Budgetary Responsibility	Medium – manages a budget for youth engagement

This is not intended to be an exhaustive list. Your job description may be subject to change.

Date Created	February 2024
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PLAN INTERNATIONAL UK PERSON SPECIFICATION

Essential Criteria

Substantial experience in youth engagement, participation and partnerships with adolescent girls, young people and youth-led organisations both in the UK and other countries, including low-income and/or crisis-affected contexts

Sound understanding of current best practice in youth engagement including in organisational governance, advocacy and campaigns

Strong understanding and significant practical experience of safeguarding in a range of contexts, with the ability to play a leadership role in supporting a safeguarding culture which balances protection of young people with empowerment, and to apply sound judgement to safeguarding decisions

Experience of applying youth friendly methodologies and participatory approaches to co-designing projects and of designing engaging and dynamic in-person and virtual spaces and workshops

Experience working with young people to support them to participate meaningfully and safely in Government led processes and consultations as well as global processes and events (e.g. COP) including co-designing global events

Sound understanding of the youth sector, youth organisations and movements

Ability to build positive, productive relationships and collaborate effectively with colleagues working across multi-disciplinary teams and with partner organisations, including to take a participatory and equitable approach to working with young people

Demonstrable understanding of girls' rights and diversity and inclusion in the UK and globally, and a commitment to applying a feminist and anti-racist approach

Experience of line management and ability to support and motivate line reports

Ability to work effectively in a fast-changing external environment with the ability to quickly respond to new developments and adapt plans accordingly, taking a solutions-oriented approach

Able to undertake occasional evening and weekend working

Able to demonstrate a commitment to our [Values and to Feminist Leadership Principles](#) and role model these in all aspects of your work

Desirable Criteria

Experience of working in partnership with young people and/or youth-led organisations

An understanding of the situation for girls in fragile and humanitarian contexts