



Youth Consultation Lead **Supported by Rank Time to Shine**

Salary: £21,255 - £23,303 p.a.

Contract Type: One year fixed term

**Help inspire a new generation
of active citizens**

1. Introduction from the Chair of Trustees



Thank you for taking the time to consider this exciting opportunity to join the Young Citizens staff team.

Young Citizens is a national charity working to promote citizenship education and social action throughout primary and secondary education in the UK. We operate as a crucial support system for young people and educators alike. Through a range of initiatives, including education programmes such as the Make a Difference Challenge and Experts in Schools, and immersive learning experiences such as the

National Bar Mock Trials, Young Citizens actively engages over 350,000 children aged 5-18 years old every year.

We operate at the intersection of politics, the law, social action and the media, and the work we do has never been more important or influential. Founded over 30 years ago, we help young people become active and engaged citizens, able to contribute positively to their communities – locally, nationally and globally.

We believe that young people's active participation in their communities is vital to strengthening democratic society, and with the Covid-19 pandemic having such a profound impact on young peoples' lives, our work is now more important than ever. We empower teachers and volunteering professionals with specialist training and resources for classroom delivery and we advocate with policy makers and influencers for all young people to receive high quality citizenship education.

All of our efforts are focussed on one very clear mission: to help young people be active citizens for life. If you share our passion for empowering young people to positively shape society, and you think this role is for you, we look forward to hearing from you.

Edge Watchorn
Chair of Trustees

2. Meet the CEO, Ashley Hodges



Thank you for your interest in joining Young Citizens as a Youth Consultation Lead. This recruitment pack provides information about the role and the charity, which may be helpful to your application.

As Youth Consultation Lead, you will be responsible for capturing youth voice from across the UK. We estimate that our programmes and resources reach over 500,000 children and young people a year, but we want to know more about their views. You will help us to develop a youth voice strategy that ensures we are delivering engaging citizenship learning for a diverse range of students.

I do hope you are interested in this opportunity to make a real impact on an organisation focused on social good – and if so, we look forward to receiving your application.

Ashley Hodges, CEO

3. Background to the role

The Rank Foundation's Time to Shine Leaders programme is an exciting mentoring and personal development opportunity which aims to develop capacity and bring about sustainable improvements to the charity's performance, whilst boosting employment prospects and building interest in career opportunities within the social sector. As a Time to Shine leader, the successful candidate will be required to participate in personal development activities (including residential events) and will have access to professional development, networking and mentoring opportunities.

We have been successful in our application and have progressed to the final stage of applying for funding for this role. Assuming our application is successful, the candidate will be employed by Young Citizens but funded by the Rank Foundation.

More about the Time to Shine programme can be found here:
<https://rankfoundation.com/engaged-philanthropy/time-to-shine/>.

4. Purpose of the role

Emerging from the impacts of the pandemic, Young Citizens is at an exciting point in its development as a charity. We have seized this period of transition, both internal to Young Citizens and externally in the wider environment, to reflect on what we do and who we reach.

As a result, we are currently in the midst of a strategic review, revisiting our existing Theory of Change and developing a new 5-year strategic plan for the organisation. This academic year also marks 20 years since the citizenship curriculum was introduced to schools. We plan to use this milestone to explore what citizenship education should look like for the coming 20 years.

Over the coming year, we would like to:

- Consult with young people through a variety of methods to gather their views about what citizenship education should look like.
- Work alongside the senior leadership team and programme managers to explore sustainable ways in which we can embed young people's views and perspectives throughout our work.
- Develop recommendations to influence how the charity works to incorporate young people's input in the future.

The purpose of the role is to help lead surveys, focus groups and additional ways to enable young people to feed into a youth-led review into citizenship education. The role will also identify and build ways of better communicating directly with young people through our social media accounts and our evaluation surveys. You will work alongside programme managers to develop opportunities to gather and incorporate young people's views and perspectives into the programme delivery cycles.

By the end of the placement, we aim to have a practicable set of deliverables that see young people actively shaping the charity's programmes. It will create a step-change for us whilst recognising the need for a plan that is sustainable and relevant to Young Citizens' unique role in the sector.

5. Job Description

Job title: Youth Consultation Lead

Contract type: Fixed term for 12 months

Contract duration: 3rd January 2023 – 2nd January 2024

Responsible to: Communications and Digital Marketing Coordinator

Key working relationships: Senior leadership team, young people, programme managers

Location: Central London office based with some hybrid working or potentially remote for the right candidate

Hours of work: 37.5 per week

Salary: £21,255 p.a. (outside London) £23,303 p.a (inside London)

Benefits: In addition to joining a friendly, committed and supportive staff team, Young Citizens offers a generous employee benefits package including an 8% employer pension contribution (after 3 months of employment), 28 days annual leave (plus Bank Holidays) and volunteering leave. We even give you your birthday off!

Normal office hours are 9.00am to 5.30pm but, as this role will involve some work with young people who may have daytime commitments, it may require some out of hours activity as well as participation in residential training opportunities at weekends and/or in the evenings, and some working away from the office and/or home.

6. Main Duties and Responsibilities

Exploration phase (Jan – March):

Conduct desktop research into the value of youth consultation in helping to develop and shape services.

Seek out good practice examples of youth consultation in the education and charity sector and use these to inform our approach.

Identify 'expert' partners working on young people's participation in the sector for potential collaboration and shared learning.

Conduct a baseline survey into how young people's views are currently incorporated into the work of Young Citizens and develop realistic KPIs for the charity to work towards.

Consultation phase (April – Sept):

Identify ways in which Young Citizens will recruit representative young people and effective ways to gather insight from them, to help inform our review of the future of citizenship education.

Coordinate and facilitate the delivery of insight sessions (face-to-face and online) with young people.

Develop and disseminate surveys and questionnaires to reach a large number of diverse young people.

Support the Communications Coordinator to develop a powerful youth-facing voice for the charity through our social media presence as well as promoting the ethos and importance of listening to young people's views through our wider communication activities.

Identify and lead on any other appropriate initiatives which help to improve how we embed a culture of youth consultation into our work.

Work alongside programme managers to identify opportunities for including young people's input into programme design, delivery and reviews.

Ensure that our systems for working with young people are in line with our safeguarding and data protection policies.

Recommendation phase (Oct- Dec):

Work with the SLT to produce final recommendations for the charity on our longer-term approach to involving young people in shaping our work.

Work to secure a desire and commitment from staff and board members to implement the recommendations beyond your placement.

Additional role requirements:

Represent Young Citizens at external meetings, conferences, and events, as required.

Fulfil other relevant organisation-wide duties.

7. Person Specification

Post requirements	Criteria: Essential (E) Desirable (D)	Criteria
Education, training and experience	E	Experience of working with young people
	E	Demonstrable experience of planning, prioritising and organising own workload with limited supervision
	E	Experience of designing surveys, evaluations and/or conducting research
	D	Familiarity with citizenship learning in schools
	D	Experience of leading or participating in youth consultation activities (paid or unpaid)
Skills, abilities and knowledge	E	Intellectually strong – a quick learner with an ability to think strategically as well as operationally
	E	Effective listening, written and oral communication skills

	E	An ability to distil sometimes complex information and to explain and present this to others.
	E	Excellent interpersonal skills – able to communicate effectively, establishing and maintaining effective working relationships with a diverse range of people
	E	Ability to work on own initiative, and proactively support the team working as a team player
	E	An ability to network and build partnerships with a range of other organisations.
	E	Strong IT skills with a working knowledge of MS Office, and the ability to pick up new software quickly.
	E	The capacity to inspire and motivate others.
	E	An empathy with young people and an understanding of their needs.
Special job requirement	E	There will be a need for flexible working and you may be required to work occasional weekends and/or evening as well as attending Time to Shine development residential events which will involve travelling away from the office/your home.
	E	Due to the nature of the role, if successful, you will need to obtain an enhanced DBS certificate.
	E	A commitment to own personal and professional development and a willingness to actively participate in training and development opportunities.
Commitment to Young Citizens aims and values	E	An understanding, and empathy with, the charity sector.
	E	Willingness to put into practice the aims and values of the Young Citizens.
	E	A passion for enabling young people to become active and engaged citizens.

8. Application Timelines

Closing date for applications: 9am Monday 7th November 2022

Interviews with Young Citizens: Thursday 10th November 2022

Second interview with The Rank Foundation: Wednesday 16th November 2022

*The preferred candidate and the line manager are invited to this second informal **interview with the Rank Foundation** to assess their suitability for the Time to Shine Leaders programme.*

9. Application process

To apply please send your CV and a covering letter before the closing date, telling us why you think you are suitable for the role and how this role will help you develop your career in the sector to: RecruitmentHR@youngcitizens.org.

Please note, we are unable to consider any incomplete or late applications.

Please make sure to read the information below before submitting your application. A well written application can really help us to identify if you are the right candidate.

How to write a good supporting statement:

- Tailor your supporting statement for the post. Use the information provided in the role description to make sure that you are clear on what you will be doing in the role, the skills we are looking for and the skills you can bring to us. Try to keep your covering letter no more than 2 pages long.
- Tell us how you meet each of the requirements in the person specification. Giving a clear example of a time/times you performed a task similar is a good way to show you have experience relevant to the role.
- Use clear examples of how you can show that you have the skills we are looking for. Remember – you may have developed these skills in many areas of your life – we aren't only interested in what you have gained through work, it could be volunteering or school responsibilities.
- Make sure to tell us why you are interested in working at Young Citizens specifically. Visit our website to find out more about our work: <https://www.youngcitizens.org/>
- Take the time to really read through your application before sending it to us. We are looking for someone who pays attention to detail and your application will give us an idea of how important this is to you (spelling, grammar, etc.).

How to write a good CV/resume:

- Your CV/resume should give a comprehensive picture of your achievements, talents and experiences. Ideally, it should be no more than 2 pages.
- Include your full name, address, telephone number and email but please don't include photos. It's also not necessary to give your date of birth.
- Tell us about your education and training – where you studied, what you studied and any qualifications you've obtained, even if not relevant to the role.
- Tell us about any employment you have had – when you worked, where you worked and what you did.
- Tell us about any non-paid work – eg volunteering, sports leadership, community action, caring responsibilities.
- Tell us about any other skills or abilities you have – such as speaking other languages, IT or computer software skills etc.

As long as it is accurate and clear, we do not mind the exact style of your CV/resume. Please note 'Google Docs' have good templates for these.