

Closing date: 15 January 2018 9am



Project Support Officer Application Pack

£ 18,070- £20,661 (Pro Rata)



Welcome

I am so pleased that you are interested in joining our team. This is a really exciting time for the British Youth Council as we head into our 70th year. We are currently undergoing a period of significant transformation: we have reconfigured our governance structures, we're developing a new strategic plan, increasing our reach and impact on young people and their communities, and strengthening our role in leading the way for youth voice across the UK. We are ambitious to support and empower young people to find their voice and be heard on the issues that affect their lives.

As the national youth council of the UK, we have a big responsibility to young people, and we take that responsibility seriously. Whilst we have much to be proud of in our history, we know that to remain vibrant and relevant to young people we must continually evolve. The key to this is putting young people at the heart of everything we do.

While BYC works with young people, and is led by a board of trustees who are all under 26, our staff team is a mix of ages and we welcome applicants of all ages and backgrounds. I am immensely proud to be CEO of this fantastic charity; after reading the application pack I hope you feel inspired to join us.

Best wishes,



Jo Hobbs
Chief Executive

About the British Youth Council

The British Youth Council is the National Youth Council of the UK. A youth-led charity, we empower young people aged 25 and under to influence and inform the decisions that affect their lives. We support young people to get involved in their communities and democracy locally, nationally and internationally, making a difference as volunteers, campaigners, decision-makers and leaders.

We are young people - and our charity aims to help other young people, whatever their background or barriers they face, to make the world a better place for us all.

Our vision

A world in which every young person is empowered to create social and political change.

Our mission

As the national youth council of the UK, BYC brings young people together to find their voice and use it to improve the lives of young people. We work with others to amplify young people's voices to create an environment in which young people views are valued, sought and acted upon.

Our values

Youth led – young people are agents of change and will always be at the forefront of our work. As a youth-led charity, young people are our leadership through our governance structures. They lead and shape our work, and we support them to define their own action for change. We champion youth leadership across all sections of society, evidencing the benefits of engaging young people in decision making and delivery and supporting that to happen.

Collaborative – we actively seek to collaborate with others to make positive change happen. We seek to work with relevant partners to add value to our campaigns and activity, and to be more creative in our approach to making change happen with and for young people. And we recognise the skills, knowledge and experience of young people, volunteers, staff and partners, and strive to achieve more by maximising the opportunities that collaboration provides.

Inclusive – we respect and value diversity and act in a way that includes all. We ensure that all our activities are inclusive, recognising the needs of young people across different communities, and bring young people and partners together to learn from each other.

Serving our membership

The British Youth Council is made up of more than 200 member organisations who support our common vision for young people. Members elect our board, determine our policies and prioritise our campaigns. They also act as the link between the British Youth Council and millions of young people within our member organisations. www.byc.org.uk/members

Youth-led networks

The British Youth Council runs a number of youth-led networks and programmes - including the UK Youth Parliament, NHS Youth Forum, and Youth Select Committee - which encourage young people to get involved in democracy and campaigning to bring about change.

www.byc.org.uk/programmes

Campaigning and consulting

The British Youth Council seeks to represent the views of young people and our members to stakeholders and decision makers at a local, national and international level. This work is based on the rolling our manifesto, which outlines our beliefs and aspirations.

www.byc.org.uk/campaigns

Training and recognition

Our training programmes empower young people with the skills, knowledge and confidence to bring about change. We also recognise young people who have made a significant contribution to their community through our high-profile award schemes.

www.byc.org.uk/training

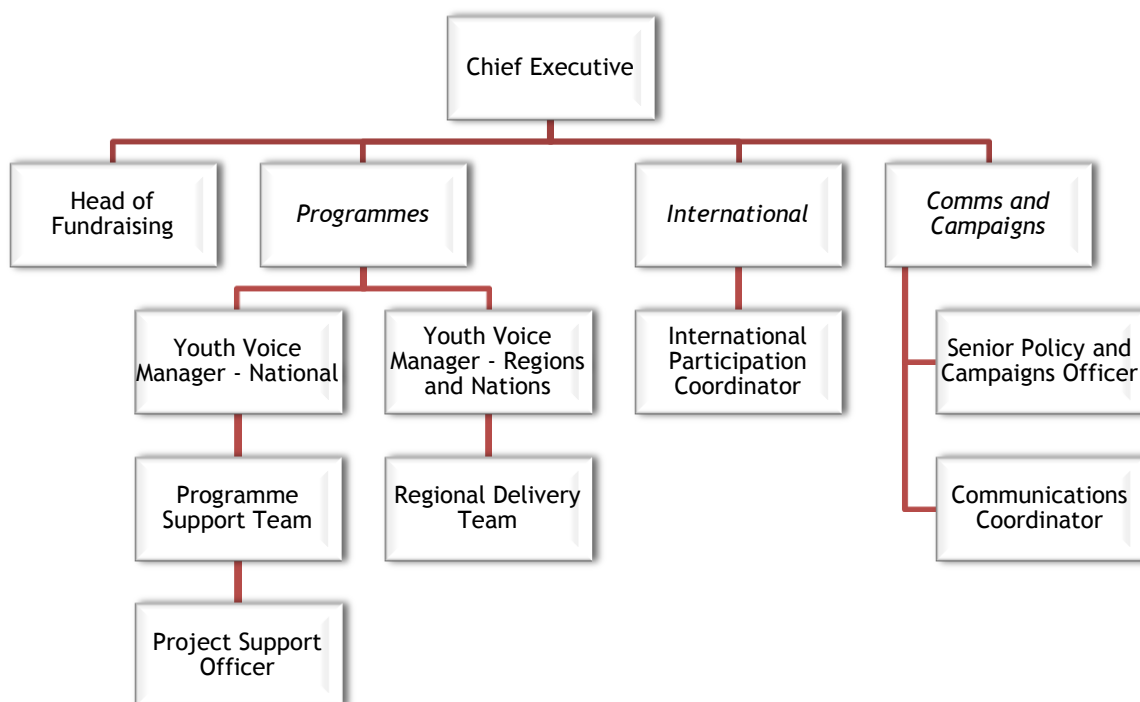
International

Through our international youth participation, young people learn about global issues and connect and share with other young people around the world. They are able to take part in discussions and influence decisions made at an international level as well as in the UK.

www.byc.org.uk/international

Our Team

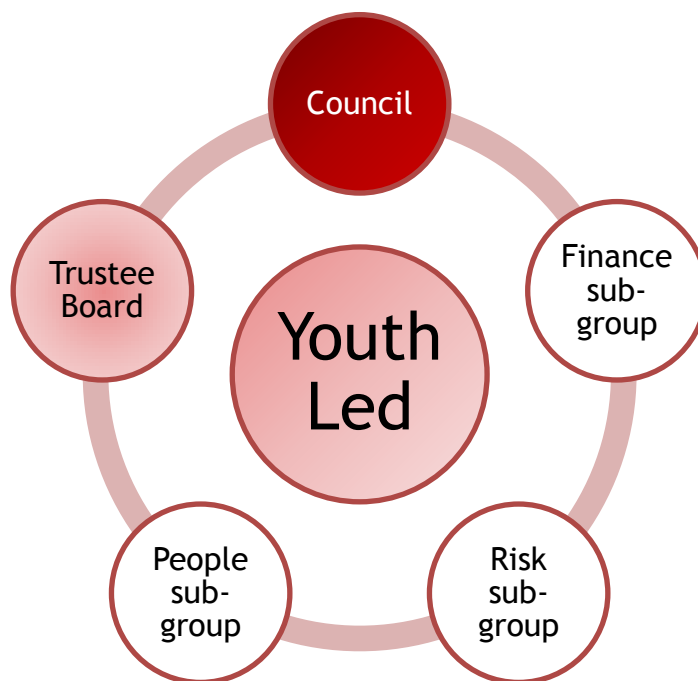
We are a small and passionate team that punches above its weight when it comes to what we deliver for young people. The majority of our team are based in our London HQ, with other staff working from home or offices within their regions. We are looking to expand our team over the next few years to deliver on our commitment to empowering young people to have a voice and to enable us to support them to access the platforms to be heard.



Our governance

We live by our value of youth led, and this can be seen at the heart of decision making within our charity. As the national youth council of the UK, it is young people, through our Annual Council meeting, who elect members of the trustee board and decide upon the positions that BYC will take on issues that matter to young people. Our membership ranges from national youth charities like Girlguiding, St John Ambulance, and the National Federation of Young Farmers' Clubs, through to local youth councils.

Our Board are all young people who are passionate about giving young people a voice. They are responsible for the strategy and day to day governance of the charity, working in partnership with the Chief Executive. We are currently undergoing a governance review which will ensure that young people are set up to succeed in this role and that our governance is in line with best practice.



The role

Reporting to:	National Projects Co-ordinator
Responsible for:	No direct reports; may occasionally support volunteers or interns
Key Internal Stakeholders:	All staff, Trustees
Key External Stakeholders:	Young people/Members, Partners, Suppliers

Overall purpose

To support the delivery of key national events, projects and meetings for young people across the NHS England Youth Forum programme, an exciting, imaginative, responsive, year-round, nationwide events programme working with staff and volunteers from across England. This ranges from supporting young people's travel and co-ordinating logistics for young people to participate in small scale informal and formal events, through to three day residential events for up to 40 young people.

To also support other programmes and events as requested, including the Youth Select Committee and other national events as part of the core BYC team.

Main areas of responsibility

Event Programme

- Support the development and delivery of the NHS Youth Forum within budget and agreed timescales.
- Ensure all event booking and logistics are completed within agreed timescales and that effective monitoring and evaluation is carried out to enable us to communicate our impact and support the improved effectiveness of future work.
- To be responsible for developing travel schedules and communication plans, to ensure all activity is carried out to British Youth Council standards.
- Build positive relationships with stakeholders at all levels, including staff and young people within the NHS England Youth Forum, partners, staff and Trustees.
- Ensure the principles of youth participation and health and safety are embedded throughout all planning, support and delivery.

Marketing and Communications

- Act as the first point of contact for NHS England Youth Forum related enquiries.
- Monitor the internal Facebook page and Twitter account and deal with all enquiries promptly and efficiently.
- To compile and distribute a weekly mail summarising key opportunities and actions – primarily an in-house bulletin, the mail is also used as an information tool to share work with key NHS England colleagues.

Financial management

- Monitor and record travel spend against budgets, identify variances and work with the National Projects Co-ordinator to address them.
- Process invoices and expenses claims in relation to events, ensuring correct coding, working with the BYC finance and administration officer.

Other

- To be an ambassador for the British Youth Council's brand and the NHS England Youth Forum.
- To be an effective member of the wider staff team, sharing ideas, collaborating with staff, young people and volunteers, to help make BYC the leading youth voice charity.
- To conduct all activities in line with our values and in a manner which promotes and enhances the British Youth Council's image and reputation.

The core annual events to support young people engaged in the NHS Youth Forum are:

- Three training residentials per year: at a residential centre, for up to x40 14-25 year olds and x10 youth / health workers/guests.
- Expo Health Conference: supporting approx. 10 young people with the National Projects Co-ordinator as lead.
- BYC event staff attendance: Annual Council Meeting, a one-day conference for up to 200 11-25 year olds, includes elections and policy debates (all staff are expected to attend).
- BYC staff attendance: House of Commons sitting, a one day event in Parliament, for up to 350 11-18 year olds and 100 youth workers (all staff are invited to attend).
- The UK Youth Parliament Annual Conference and Induction weekends: residential events for up to 250 11-18 year olds

Additional information

- To undertake any other duties that may reasonably be required to fulfil the duties of this post.
- Significant evening and weekend working, including residentials, is required for which time off in lieu (TOIL) can be taken, therefore the post-holder must be flexible and able to work at weekends and stay overnight away from home.
- Event delivery involves long hours and so the post-holder needs to be resilient and able to manage their own energy levels in negotiation with the team.
- The role will involve travel within the UK, the cost of which will be covered by BYC.

The person

Knowledge		
An interest in youth participation and youth empowerment	Essential	A/I
Educated to at least 'A' Level or equivalent experience level	Essential	A
Interest in health and / or young people's health	Desirable	A
Experience		
Strong digital skills and proficiency with social media	Essential	A/I
Proficiency with Microsoft Office, including Word, Excel and PowerPoint	Essential	A/I/T
Experience of event or project support	Essential	A/I
Familiarity with databases and online event software (eventbrite, salesforce or equivalents)	Desirable	A
Working as part of a team	Essential	A/I
Skills		
Effective communication with a range of different stakeholders	Desirable	A
Excellent interpersonal skills	Essential	A/I
Excellent verbal and written communication skills, strong attention to detail	Essential	A/I/T
Excellent organisational skills; delivery-focused	Essential	A/I
Ability to prioritise competing demands and work to deadlines	Essential	A/I
Ability to deal with problems and queries with sensitivity and tact	Essential	A/I
Creative and interested in keeping up-to-date with what's new/developments with young people and health in the UK	Essential	A/I
Values and behaviours		
Supportive of the vision, mission and values of the British Youth Council	Essential	A/I
Committed to working in partnership with young people	Essential	A/I
Flexible approach to work; willing to get involved and collaborate	Essential	A/I

A = Application Form I = Interview T = Test

Employment details

Contract type

This post 21 hours per week and is a fixed term role until 31 March 2019. The post holder will at times be required to work additional hours – including evenings and weekends – for which time of in lieu (TOIL) will be available. Overtime is not paid.

Location

An office base is provided at 14 Weir Lane, Worcester, WR2 4AY, with a desk and car parking, however with negotiation it is possible to carry out some working hours from home or a different location.

You will be required to travel inside the UK on the business of the charity. Attendance at all staff meetings in London on a quarterly basis is also required. Reasonable expenses for travel will be covered by BYC.

Salary

The salary for the position is £18,070-20,661 per year (pro rata). It is our normal practice to appoint at the bottom of the scale but this can be reconsidered in an exceptional circumstance.

Holiday entitlement

25 days of paid holiday per year plus bank holidays for full time staff. A pro rata leave allowance will be agreed at appointment.

Medical and criminal records check

This post will involve access to young people and it is a requirement under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 that you undergo a criminal record disclosure check.

Upon successful appointment, if you are required to complete a medical questionnaire and a criminal record disclosure check, employment is subject to satisfactory receipt of these.

Probation

This post will be subject to a probationary period of 13 weeks (3 months).

Notice period

During probation the notice period is one week for both parties, and one month thereafter.

Learning and development

We are committed to supporting our staff through a variety of methods including coaching, mentoring, e-learning, shadowing and individual courses. Each staff member has a learning and development plan that is reviewed annually. Vacancies in the British Youth Council are advertised internally to encourage staff to progress their careers within the charity.

Flexible working

We are committed to ensuring that our staff have a good work-life balance and offer a flexible working environment. Our core hours are between 10am and 4pm, and working hours will be agreed with your line manager.

How to apply

The closing date for applications is Monday 15 January 2018 at 9am. Please complete the application form and the equal opportunities monitoring form and return them by email to jobs@byc.org.uk.

Candidates shortlisted will be invited to attend interviews on Monday 22 January 2018 at the Worcester office (WR2 4AY).

Unfortunately we are unable to give feedback to applicants not shortlisted for interviews. We do provide feedback upon request to candidates interviewed.