

JOB DESCRIPTION

YOUTH ENGAGEMENT COORDINATOR

SALARY: £23,760 p.a pro-rata (2 days/wk pro-rata: £9,504).

CONTRACT: 6-month fixed term; 2 days/wk (with potential for extension).

ROLE REPORTS TO: Head of Partnerships and Development.

WHAT WE WILL OFFER

- 25 days holiday per annum, plus statutory Bank Holidays (pro-rata)
- Flexible working patterns
- Contributory pension scheme
- As well as our standard training package, this post-holder will be offered the opportunity to complete youth work qualifications.

ROLE PROFILE

The Youth Engagement Coordinator at Young Manchester will play a pivotal role in ensuring that young people's voices are at the heart of the organisation's work. Working closely with the Youth Engagement and Communications Officer, they will support the embedding of youth voice across all programmes, projects and governance, including supporting with the delivery of our Ambassador programme and with our youth-led grant programmes. Responsibilities will involve facilitating meaningful engagement with young people, co-designing initiatives based on their feedback, advocating for their perspectives, and advising on changes needed within the organisation's decision-making processes and for external partners.

WHO WE ARE

Young Manchester is the network for not-for-profit groups and charities supporting 40,000 children and young people in Manchester.

We support over 130 of them, strengthening, connecting and championing the incredible work they do, whilst working with decision-makers to open-up opportunities for young Mancunians to shape the future of their city.

Our aim is to make Manchester a city that works for all children and young people.

YOUTH VOICE AT YOUNG MANCHESTER

Young people's voices are embedded at all levels of Young Manchester's decision-making, but there is always more we can do! Currently we have 3 young trustees on our governing Board and we actively seek to employ young staff, including a young CEO. These team members are invited to bring their experience of being a young person to the role they are in to ensure youth voice is embedded in our day-to-day decision making.

We also work with young people our members support to lead the design and distribution of funding we give out on behalf of other funders, and to take part in consultations and decision-making opportunities with external partners and businesses. So far, Young Manchester has supported young people to shape £8.5million worth of funding for children and young people in Manchester.

We also support a network of Young Manchester Ambassadors. The network is for any young person we've worked with on a youth voice opportunity, and/or who would like to take part in youth voice opportunities. It is structured into three tiers to provide varying levels of support and development for young people:

- Tier 1: General Engagement offers foundational support, including tailored 1-2-1 guidance, signposting to external resources, assistance with administrative tasks like CVs and job applications, and access to a weekly newsletter with sector opportunities.
- Tier 2: Our Core Group consists of young ambassadors who demonstrate high engagement and dedication, receiving additional specialised opportunities such as paid consultations, participation in grants panels, and involvement in governance roles like sitting on interview panels or progressing to trustee positions.
- Tier 3: An opportunity for those seeking deeper experience within the third sector, providing training and hands-on involvement in events, sessions, and opportunities, while helping them build practical skills, expand networks, and pursue personal and professional growth.

MAIN TASKS AND RESPONSIBILITIES

- Support the Youth Engagement and Communications Officer with the coordination and delivery of the organisations Youth Voice mechanisms. For example, the ambassador network, grants panels, consultations etc.
- Proactively support the team to embed Youth Voice in all aspects of our work.
- Grow and strengthen local relationships with community, youth groups and young people.
- Source leadership opportunities with a range of external partners, to share with the young people in the network.
- Inform and solidify youth voice mechanisms within Young Manchester.
- Carry out general administrative tasks within the role and the needs of the organisation.
- Holding the wider team accountable for how we work with young people ensuring that youth voice is embedded at all levels.

THIS JOB IS FOR YOU IF YOU HAVE:

- An understanding of coordinating, supporting and working with children and young people.
- Good links with local community organisations.
- Excellent verbal and written communication skills, able to engage and inspire a range of audiences, including children and young people
- Good time-management skills: ability to schedule, plan and organise events, prioritise task/activities appropriately and meet deadlines.
- The ability to remain calm whilst working under pressure, dealing with a range of tasks simultaneously
- Good knowledge of how to engage children and young people in decision-making and governing structures in organisations.

- Excellent understanding of the needs of children and young people, and direct experience of working with them to identify and address issues.
- Proficient in MS Office applications including Outlook, Word, Excel and PowerPoint.
- Ability to work on own initiative and as part of a team.
- Promote equality and value diversity in all working relationships.
- The willingness to travel across Manchester and occasionally further afield.
- The ability to work flexible hours to meet business needs including occasional late meetings and event (for example: delivering work with evening ambassador sessions or events)

HOW TO APPLY

The closing date for applications is 9:00am on Thursday 20th February 2025

Please write a cover letter (no more than 2 A4 pages) outlining why you're applying for the role and use examples to show why you think you'd be a good fit, referencing the items listed in the 'this Job is for you' section.

Send this to recruitment@youngmanchester.org along with your CV and a completed Equality and Diversity monitoring form which you can download on our website.

We would like the new Youth Voice Coordinator to start as soon as possible after being confirmed in role but are happy to discuss this and explore start dates. If you would like any more information, or an informal chat about Young Manchester and the role, please contact our Youth Engagement and Communications Officer, Liv Clarke via o.clarke@youngmanchester.org

Interviews will take place the week commencing 24th February 2025