

Closing date: Monday 7 May 2018 23:59



NHS Youth Forum Coordinator

£24,171 - £32,486 (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 celebrate 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 more 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 the British Youth Council 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



Staff and Trustee away day – January 2018

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, the British Youth Council 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

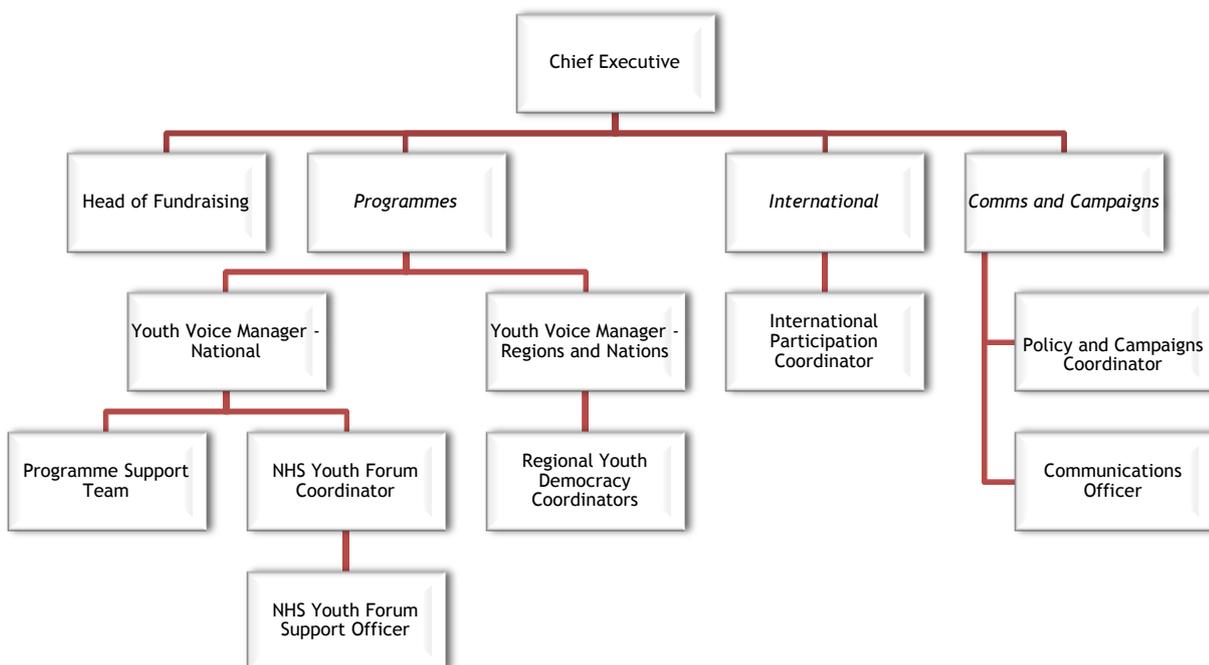
International

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.

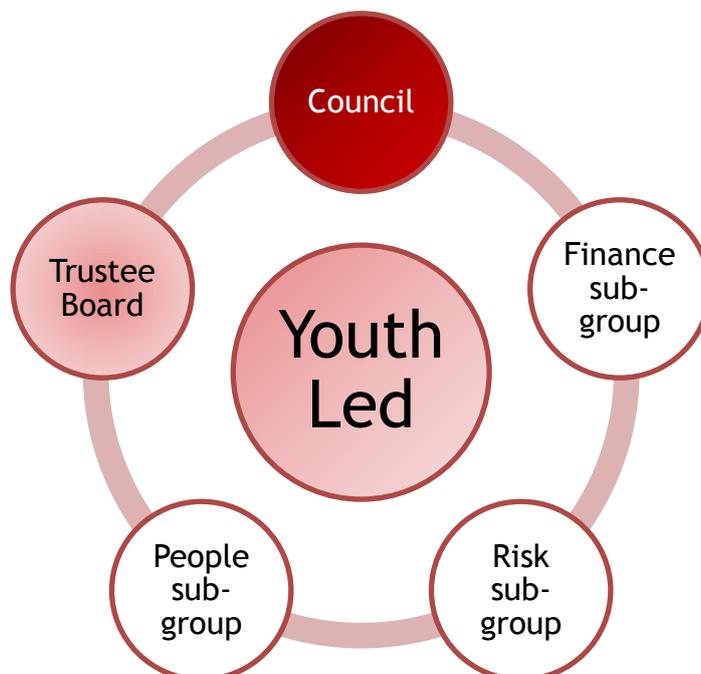


Our governance

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 the British Youth Council 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 NHS Youth Forum

NHS England has had a national Youth Forum since 2013, made up of young people from all over the country, who have a passion for improving health services. The Forum gives a voice to young people to express their thoughts on the health issues that matter most to them.

'Being on NHS Youth Forum for two years changed my life completely; it shaped me as a person. I developed so many skills that I never thought I would have, my confidence and self-esteem increased ten-fold, a massive contributing factor in shifting my outlook in life. These skills have been fundamental in equipping me with the knowledge and belief that I can achieve.'

Amy, 18, NHS Youth Forum member 2014-16



By bringing young people together to share their perspectives and experience, and by connecting more widely to their peers, it is possible to identify and address key areas for healthcare Improvements. The NHS England Youth Forum has a partnership arrangement with Public Health England and Department of Health enabling us to take a system approach and have a direct impact on the health services that young people use.

The Youth Forum's core aims are to:

- Ensure that young people's voices are present in the national programmes of work in NHS England
- Be a "critical friend", exploring aspects of health that do or don't work well for young people and suggesting improvements to health services for young people
- Encourage other young people to get actively involved in their own healthcare



'Some of the challenges associated with young people's care are deep rooted and require complex thinking, a variety of perspectives are required, together we can shape the future of health care with young people, ensuring we have services that are truly people focused and fit for purpose.'

Kath Evans, Experience of Care Lead – Maternity, Infants, Children and Young People, NHS England

In 2013 NHS England worked with a number of partners and young people's organisations to develop an operating model for the Youth Forum. The British Youth council was commissioned to put this early model into practice and to work directly with young people to shape and refine the Youth Forum in to a way of working that young people had ownership of and was highly effective in influencing change in the strategic health system.

The role

Reporting to:	Youth Voice Manager (National Delivery)
Responsible for:	Project Support Officer
Key Internal Stakeholders:	All staff, members (aged 14 to 25) of the NHS Youth Forum
Key External Stakeholders:	NHS England, Public Health England, Department of Health and Social Care

Overall purpose

To be responsible for planning and delivering the activities of the NHS Youth Forum. This includes supporting the active participation of young people who are members of the Forum. To champion youth participation and youth leadership in health care settings, developing and maintaining partnerships and opportunities to ensure that the voice of young people is heard in relation to decisions being made about their health.

Main areas of responsibility

Project Management

- Manage the NHS Youth Forum programme of activities. 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.
 - NHS Expo Conference: supporting approx. 10 young people with the National Projects Co-ordinator as lead.
- Implement and maintain project management systems, including monitoring and evaluation, and reporting to funders.
- Coordinate and collaborate with our partner organisations including NHS England and Public Health England.
- Work with colleagues to ensure appropriate links are planned between the NHS Youth Forum and other British Youth Council programmes.

Financial Management

- Work with colleagues to develop and deliver funding proposals in relation to youth participation and leadership in health care settings.
- Prepare and submit reports to funders on the work, ensuring that all requirements are met to a high standard.
- Manage the NHS Youth Forum budget, including budget preparation, forecasting, monitoring and reporting.

Line Management

- Manage the Project Support Officer, providing regular support and supervision, and opportunities to develop.
- Commission and manage freelance facilitators as required by the programme, ensuring they are adequately briefed and supported to deliver session with young people.

Networks and Partnerships

- Manage the relationship with NHS England to ensure that the Forum is effective in influencing policy and practice within healthcare.
- Develop and maintain effective partnerships to support our advocacy, awareness and participation activities.
- In liaison with the Senior Policy and Campaigns Officer, ensure the active participation of members of the NHS Youth Forum in the All Party Parliamentary Group on Young People's Health.

Participation and advocacy

- Provide ongoing support and development opportunities to the members of the NHS Youth Forum to ensure that they are able to be effective representatives.
- Develop and deliver an advocacy plan to support the programme of work, with and on behalf of other young people.
- Enable young people to carry out consultations and workshops to feed into their advocacy work.
- Ensure a wide reach and participation of young people in our advocacy work across England.

Communications

- Support young people's internal and external communications about the project.
- Provide content for the British Youth Council web pages and social-media channels.
- Promote NHS Youth Forum opportunities amongst British Youth Council members.
- Keep up to date with developments in youth health and patient participation policy development and apply this to the work of the NHS Youth Forum.
- Support members of the NHS Youth Forum to effectively engage with policy and development discussions.

Other

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

Additional information

- To undertake any other duties that may reasonably be required to fulfil the duties of this post.
- Regular evening and weekend working (including residentials) is required, for which time off in lieu (TOIL) can be taken.

Key dates 2018-19 NHS Youth Forum Residentials

- 29 June – 1 July 2018
- 23 – 25 November 2018
- 15–18 February 2019

The person

Knowledge		
Youth participation and representation	Essential	A/I
Health care structures and systems	Essential	A/I
Experience		
Working directly with young people and supporting their development	Essential	A/ I
Significant project management experience	Essential	A/I
Advocacy with and on behalf of young people	Essential	A/I
Managing budgets, including preparing budgets, forecasting and financial reporting	Essential	A/I
Working with funders – record keeping, reporting and requirements	Essential	A
Developing and delivering workshops and/or training for young people	Desirable	A
Skills		
Excellent organisation skills and time management	Essential	A/I
Written communication skills, including report writing and writing for digital channels	Essential	A/I/T
Ability to learn, digest and communicate subject knowledge quickly and efficiently	Essential	A/I
Ability to bring a creative approach to engaging with, and presenting information to, young people	Essential	A/I/T
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 (0.6 FTE) and is a fixed term role until 31 March 2019. The post will be renewed if continuation funding is confirmed. 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

We are flexible about where the post holder is base, and can be based in the London HQ (N1 6AH) or home based. You will be required to travel inside the UK on the business of the charity. If home based, you will be required to come to the London HQ on at least a monthly basis. Reasonable expenses for travel will be covered by the British Youth Council.

Salary

The salary for the position is £24,174 – £32,486 per year (scale 27-37) pro rata. It is our normal practice to appoint at the bottom of the scale but this can be reconsidered in an exceptional circumstance. If the post holder chooses to be located in the London HQ there will also be London Weighting added to the salary.

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 7 May 2018 at 23:59. 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 14 or 15 May 2018 at the British Youth Council Offices, London.

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