

Closing date: Sunday 17<sup>th</sup> June 2018 23:59



## Policy and Campaigns Intern (21 hrs per week)

£ 19,311 inc LW (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 70<sup>th</sup> 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](http://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](http://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](http://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](http://www.byc.org.uk/training)

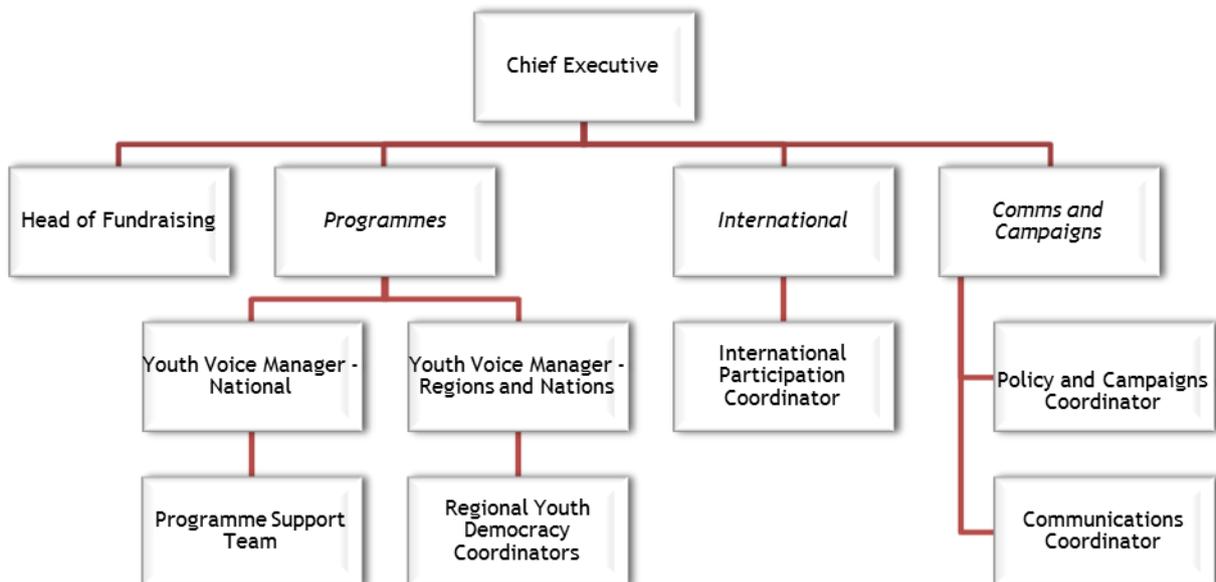
### **International**

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](http://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.

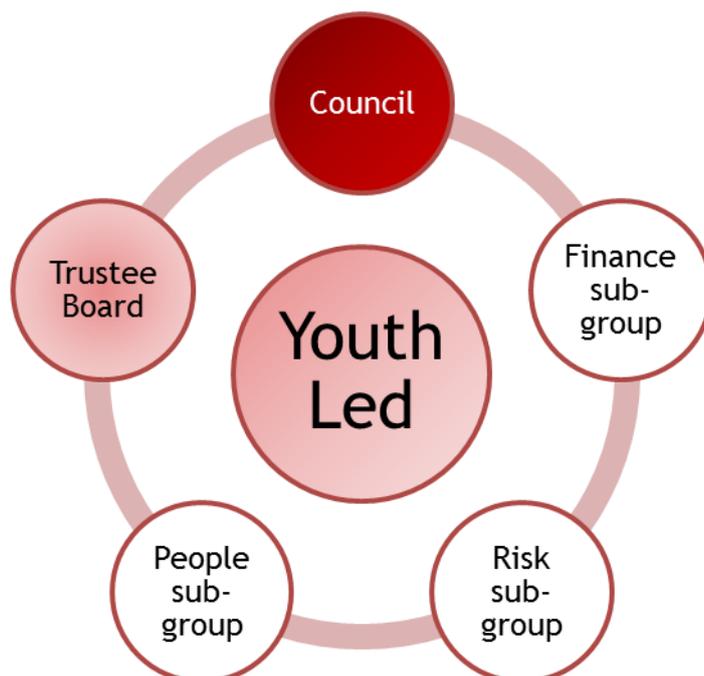


## Our governance

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 role

<b>Reporting to:</b>	Senior Policy and Campaigns Officer
<b>Responsible for:</b>	No direct reports
<b>Key Internal Stakeholders:</b>	All staff, UK Youth Parliament Procedures Group, Trustee Board, Youth Select Committee, young people engaged in our programmes
<b>Key External Stakeholders:</b>	Parliament, MPs, Lords, Partners and member organisations

## Overall purpose

To support the delivery of our policy and campaigns work. This includes but is not limited to:

- Supporting the Youth Select Committee;
- Developing UK Youth Parliament and the British Youth Council campaigns;
- Supporting our Strengthening Youth Voice in Parliament project;
- Supporting the delivery of the Votes at 16 Campaign.

## Main areas of responsibility

### Policy Support

Prepare official meeting papers for the Annual Council Meeting and Annual Conference;

Support the delivery of policy events, such as meetings for the All-Party Parliamentary Group on Youth Affairs and All-Party Parliamentary Group on Votes at 16.

### Campaigns Delivery

- Support monitoring and evaluation of UK Youth Parliament campaigns;
- Support the development of campaign resources, including briefing papers and toolkits;
- Liaise with stakeholders, including young people, partners, MPs and Lords;
- Develop communications for the Votes at 16 Campaign, and liaise with Coalition members.

### Project Support

- Proactive and supportive communication with the young people in the Youth Select Committee, and Ambassadors on the Strengthening Youth Voice in Parliament project;
- Support Youth Select Committee to prepare for evidence sessions;
- Book transport and help plan training sessions;
- Support Ambassadors to prepare and engage in parliamentary research;

### Finance

- To be responsible for delivering activities within the agreed budget, processing expense claims and invoices.

## 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 BYC the leading youth voice charity;
- To conduct all activities in line with our values and in a manner this 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.
- The role will include evening and weekend working, including residential, 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.
- The Post Holder must be available on the following dates:
  - 5<sup>th</sup> -6<sup>th</sup> July (Overnight stay 5<sup>th</sup>)
  - 12<sup>th</sup> – 13<sup>th</sup> July (Overnight stay 12<sup>th</sup> July)
  - 31<sup>st</sup> August – 1<sup>st</sup> September (Overnight stay 31<sup>st</sup> August)
  - 9<sup>th</sup> November
- The role will involve some travel within the UK, the cost of which will be covered by the British Youth Council.

## The person

<b>Knowledge</b>		
Advocacy and influencing policy/ decision makers	Essential	A/I
Youth Participation and representation	Essential	A/I
UK political context and the role of UK Parliament	Essential	A/I
<b>Experience</b>		
Working directly with young people	Desirable	A / I
Project management experience	Desirable	A/I
Working as part of a team	Essential	A/I
<b>Skills</b>		
Organisational skills and time management	Essential	A/I
Working with online content management systems, including WordPress systems and applications	Desirable	A/I
Written communication skills including report writing, tailoring communication for a wide range of audiences and writing for digital channels	Essential	A / I
Good verbal skills, including face-to-face and use of the telephone	Essential	A/I/
Ability to learn, digest and communicate information quickly and efficiently	Essential	A/I
Ability to bring a creative approach to your work	Essential	A/I
Attention to detail and accuracy	Essential	A/I
<b>Values and behaviours</b>		
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 30 November 2018. 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

You will be based at the British Youth Council Headquarters, 49-51 East Road, London, N1 6AH. You will be required to travel inside the UK on the business of the charity.

## Salary

The salary for the position is £19,311 pro rata (including London weighting).

## 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 4 weeks (1 month).

## 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 Sunday 17<sup>th</sup> June 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](mailto:jobs@byc.org.uk).

Candidates shortlisted will be invited to attend interviews week on Thursday 21<sup>st</sup> June 2018. Interviews will be at CAN Mezzanine, 49-51 East Road, London, N1 6AH.

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