

Closing date: Tuesday 28 May 2019 09:00



## Office Assistant (0.8 FTE)

£ 23,211 – 25,833 inc ILW (pro rata)



# Welcome

I am so pleased that you are interested in joining our team. We are currently undergoing a period of significant transformation: we have reconfigured our governance structures, we've developed a new strategic plan, we're 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,

A handwritten signature in black ink, appearing to read 'Jo Hobbs', is written over a white background.

**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)

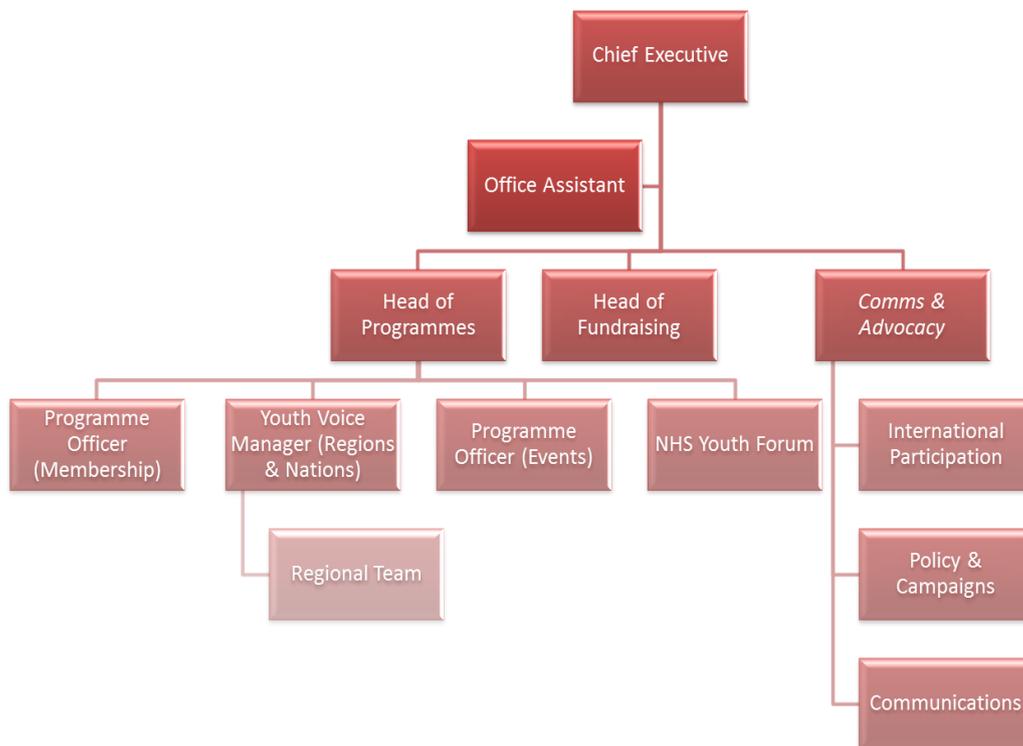
### **International**

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.

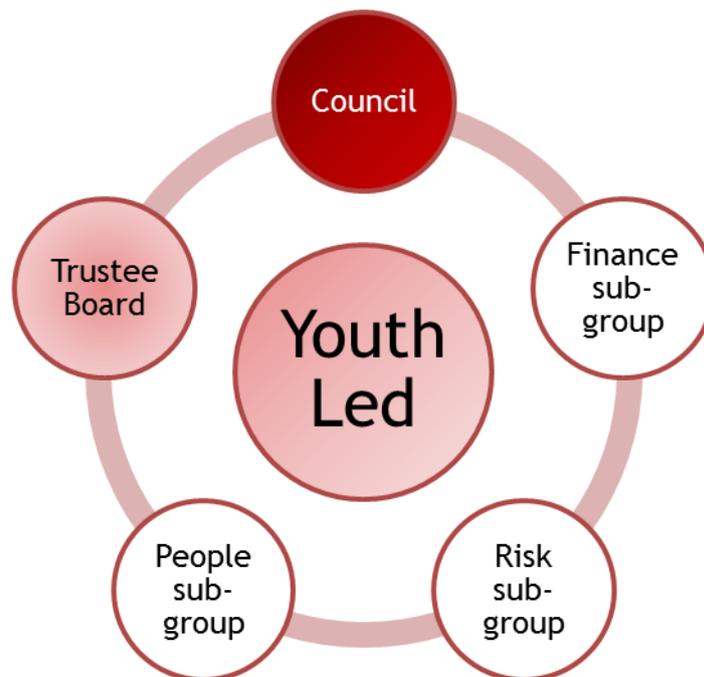


# Our governance

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 – Office Assistant

<b>Reporting to:</b>	<b>Chief Executive</b>
<b>Grade:</b>	<b>6-12</b>
<b>Responsible for:</b>	No direct reports;
<b>Key Internal Stakeholders:</b>	All staff, Treasurer
<b>Key External Stakeholders:</b>	Members, suppliers, contractors, JS2 (accountants)

## Overall purpose

- To provide support to the central services function including finance and administrative support to ensure the effective functioning of the team.

## Main areas of responsibility

### Office administration

- To provide efficient and effective administrative support to colleagues, including data entry, event bookings, event preparation, arranging couriers.
- To oversee travel arrangements and bookings for British Youth Council staff, trustees and volunteers as directed.
- To take responsibility for the general email inbox, ensuring that all emails are dealt with swiftly and professionally.
- To deal with enquiries by telephone, post and email, and pass relevant information to the appropriate staff member or volunteer.
- To assess the needs of the staff team in terms of stationery, to acquire and maintain any such stationery and equipment, to ensure that the office is kept tidy and orderly, and encourage colleagues to assist in achieving this.

### Finance

- Be responsible for the co-ordination of regular finance information liaising with the bank, team managers on expenditure, code allocation and debt management.
- Manage weekly and monthly finance information flow and records between customers, members, funders and finance department at JS2.
- Support the CEO in quality assurance of financial information, and the wider team in terms of invoicing, monitoring debt and debt recovery.
- To administer petty cash including the expenses of member of staff, volunteers and interns

### Membership

- Support the upkeep of the membership database, including processing of new member applications.
- Manage the administrative process of membership renewals, working with the relevant Programme Officer for content and messaging.

**Other**

- To be an 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 which 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.
- Occasional evening and weekend working may be required, for which time off in lieu (TOIL) can be taken.
- The role will involve travel within the UK, the cost of which will be covered by BYC.

## The person

<b>Knowledge</b>		
A good working knowledge of Microsoft office products including word and excel	Essential	A/T
Accounting	Desirable	A/I
<b>Experience</b>		
Establishing, maintaining and reviewing office systems and procedures.	Essential	A/I
Arranging meetings/events	Essential	A/I
Handling finances, including invoicing and processing expenses	Essential	A/I/T
Working in a team	Essential	A/I
Minute taking	Desirable	A
<b>Skills</b>		
Organisation skills and time management	Essential	A/I
Attention to detail and accuracy in data entry	Essential	A/I/T
Excellent communication skills; high standard of written and spoken English	Essential	A/I/T
Numerically literate	Essential	A/T
<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 28 hours per week (0.8 FTE). 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 £23,211 – 25,833 pro rata per year (scale 6-12) including London Weighting. It is our normal practice to appoint at the bottom of the scale but this can be reconsidered in an exceptional circumstance. We also match employee contributions to their pension up to 5%.

## 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 12 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.

## Staff support

All staff have access to an externally provided Employee Assistance Programme offering counselling and advice to both staff and their immediate family<sup>1</sup>.

## 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.

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<sup>1</sup> Immediate family is classed as your legal partner and children aged 16-24 in full time education residing in the same household.

## How to apply

The closing date for applications Tuesday 28 May 2019 at 09:00. 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 on 5 June 2019. 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.