

Job Description and Person Specification



Job Title:	Senior Participation Officer
Reporting to:	Head of Participation
Responsible for:	N/a
Based:	London – near Angel/hybrid
Contract/Hours:	6-month fixed term contract. 21-35 hours per week. We're happy to consider secondments and open to flexible working arrangements as well.
Salary:	Band D £38,477 FTE

Overall purpose of the role

Young Women's Trust's (YWT) purpose is to end the financial penalty faced by young women aged 18-30, leaving them with 1/5th less income per year than young men. The strategy we're developing for 2023-28 will focus on two key goals:

1. **Visibility and voice** – increasing awareness of the financial penalty and mobilising young women to address it
2. **A more equal world of work** – influencing government and employers, as well as providing direct support to young women

The purpose of this post is to play a key role in mobilising young women to address the financial penalty they face, through supporting them to co-design our work, campaign, conduct peer research, blog and speak to the media. This post holder will work in the participation team and ensure that young women shape YWT's ongoing strategy and day to day operations including through membership of our Advisory Panel and Board and our closed Facebook Group for young women; the 'YWT Lounge'.

Key activities

Young women's participation

- Support staff across YWT to engage young women in co-design to inform their work.
- Champion accessible and inclusive participatory methods and make recommendations to ensure a wide range of young women, particularly those from minoritised groups, are supported to get involved.
- Work together with the participation team to recruit, support and maintain groups of young women from diverse backgrounds.
- Look for new and innovative ways to recruit young women from diverse backgrounds, including digitally and through building partnerships with local services/organisations.
- Foster a safe environment in which young women from diverse backgrounds and circumstances can contribute views and experiences without judgement or prejudice.

- Make appropriate assessments in relation to safeguarding issues and follow YWT's policies accordingly.
- Support young women to share their views and experiences to decision makers, influencers, funders and in the media to advocate for change.
- Organise and run training for young women to support them in their role as decision-makers, advocates and changemakers. For example, public speaking, campaigning, media and facilitation training.
- Provide pastoral care to young women through showing empathy and signposting young women to appropriate organisations for support whilst remaining boundaried.

Strategy

- Keep abreast of the participation landscape, ensuring best practice and innovation is reflected within all involvement activities.
- Make recommendations to drive YWT's strategy, influencing agenda and service provision, so that they are responsive to young women's current priorities and circumstances, and ensure young women's involvement in co-design throughout.
- Work closely with the services team to pilot and evaluate new services ensuring young women's involvement throughout.
- Support the Head of Participation to work with the fundraising team to develop funding bids for participation work, as required
- Work with the participation team to provide training to staff across YWT to enhance their skills and ability to take on additional participatory responsibilities.

General

- Ensure effective risk management and evaluation for all participation activities.
- Ensure information about young women and activities they undertake are recorded on the database in line with data protection regulations.
- Undertake general administrative tasks like answering emails, phone calls, booking travel and accommodation, purchasing resources and materials and processing invoices/credit card payments in a timely fashion.
- On occasion, represent the participation team on internal projects and working groups ensuring a focus on young women's involvement throughout.
- On occasion, act as a representative on external groups and fora to champion young women's involvement, share best practice, collaborate and influence external developments.
- On occasion, promote YWT's participation activity externally – including writing articles, blogs, speaking at conferences and speaking to the media.
- On occasion, generate relevant reports to illustrate the impact of YWT's participation work.

Knowledge and experience required:

- Ability to successfully engage with minoritised groups and vulnerable people and supporting their involvement in decision-making and/or influencing work, particularly in a service delivery organisation or charity.
- Ability to use a range of innovative and traditional methods to involve people in decision-making, ensuring their insight translates into actions and solutions.
- Excellent organisational skills and ability to take own initiative.
- A proven record of facilitating large and small events and/or focus groups, creating a safe environment which allows all voices, learning styles and capabilities to be considered.
- Ability to deal with conflict.
- Ability to deliver training to upskill people.
- Ability to monitor and evaluate work and implement change based on learning.
- Ability to spend within the limits of a budget and be accountable for costs.
- Ability to work with a wide range of stakeholders and create partnerships and networks.
- Ability to use Salesforce or a similar database to keep information up to date, create reports and manage opportunity sign ups.
- Understanding of safeguarding, data protection and confidentiality in relation to participation work.
- Understanding of the importance of professional boundaries when working with vulnerable people.
- Ability to assist in the creation of funding bids and reporting on progress to funders.
- Excellent team working skills and ability to work collaboratively across an organisation.
- Excellent and sensitive communicator (face-to-face, written, presentation, text, social media etc.) with an ability to translate complex information into accessible language and communicate with a wide range of audiences.
- Strong understanding of social media platforms (WhatsApp, Facebook, Instagram and Twitter) with an active presence online.
- Advanced skills using Microsoft Office packages, particularly PowerPoint, Word, Outlook and Excel.
- Commitment to the issues that YWT works on, and knowledge of the environment in which we operate.
- A willingness to occasionally work on weekends (up to 3 weekends per year) and evenings (approximately 1 evening a month), and to travel within the UK.

All staff members are expected to:

- Occasionally work out of the London office and travel to the London office for key meetings.
- Engage with the charity's beneficiaries.
- Contribute to the strategic development of the charity.