**Job Description – Youth Participation Officer (South, East & London)**

Grade: D

Reports to: Youth Development Manager (Shout Out Loud)

Location: London

Contract: Fixed term to 31st October 2021

Responsible for: Delivery of Shout out Loud Youth Projects including the management and recruitment of volunteers (when relevant).

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English Heritage cares for over 400 historic monuments, buildings and places. Through these, we bring the story of England to life for over 10 million visitors each year.

No matter what you do or where you do it, by joining us you’ll be playing a vital role in looking after some of the greatest places in England so that they can be enjoyed today and for generations to come. You’ll find it’s a workplace like no other – taking you behind the scenes of these extraordinary sites and supporting you to share your ideas, inspire others and make a difference.

English Heritage has a strategic plan that places volunteering and participation at the heart of our charity objectives and aims to develop opportunities to involve a broader range of people in our work. Not least of these groups are young people.

**‘Shout Out Loud’** is a three-year national project initiated by English Heritage and funded by **National Lottery Heritage Fund’s** ‘***Kick The Dust’*** programme. The project will be delivered in partnership with a number of organisations including the Council for British Archaeology, National Youth Theatre and Sound Connections. The project aims to attract young people (especially those aged 11-16) to become involved in fun, creative activities to discover hidden stories associated with their community, local heritage sites, objects and people; supporting young people in re-casting these stories in creative ways; and share them with broader young audiences.

**Kick the Dust** is a £10million National Lottery Heritage Fund grants programme, for ambitious youth-focused projects that aim to transform how heritage organisations engage young people (aged 11 to 25).

**Where you’ll be working**

We are seeking a Youth Participation officer based in our London office and who will cover English Heritage’s South, East and London territory. The role will involve extensive travel to other EH offices, including London and may on occasions include some overnight stays. The South, East and London territory goes from: Hampshire and the Isle of Wight to Kent and Norfolk.

**What you’ll achieve with us**

Shout Out Loud is an ambitious three year project which puts the voice and experiences of young people at its centre. You will plan and deliver a range of exciting opportunities for young people to actively participate in by uncovering and retelling stories that they feel are relevant. The key areas of activity which you will be responsible for are:

* Direct delivery of Youth Activities linked to the selected English Heritage sites as outlined within the National Lottery Heritage Fund Activity Plan
* Supervising and recruiting (when applicable) volunteers to support the delivery of activities

**What you’ll be doing as part of the team**

1. Coordination and delivery of a programme of activities and events as specified in the National Lottery Heritage Fund Activity Plan for Shout out Loud.
2. Ensuring that we put the voices of young people at the heart of the project
3. Working effectively with internal stakeholders, external facilitators and partners
4. Supporting the work of our partner organisations by effectively identifying and supporting the development of new opportunities such as the creation of community led Young Archaeologists Clubs.
5. Recruitment and management of volunteers (when relevant) to support the delivery of activities.
6. Building a network of contacts and partners at local youth focussed organisations, and developing an understanding of local need.
7. Effective data collation, compiling reports and working within the project evaluation framework.
8. Actively contributing to the development of the year two and three activity plan for the project.
9. Contribute to the broader aims of the project including input to policy and process related to your delivery.
10. Ensure that safeguarding policy is actively implemented and when required acting in accordance with this policy to note concerns/report a disclosure.
11. Undertaking any other tasks and duties as reasonably requested by your line manager.

Occasionally we may need to review a job description to incorporate any changes or other duties needed for the role as identified by the line manager.

We’re also committed to providing equality of opportunity so if you have a disability, we would be happy to discuss reasonable adjustments to the job with you.

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| **Who We’re Looking For** |
| **Essential Experience** |  | **We’d also like to see** |
| * Experience of working directly with young people and creating an environment for them to have their voice heard
* Experience of working with volunteers
* Experience of working with facilitators
* Experience of designing workshops and activities for young people
* Relevant administrative experience
* Excellent computer skills including Word, Excel and PowerPoint
* Experience of working in a customer focussed environment providing high levels of service
* Experience of project management/delivery.
* Experience of completing risk assessments for youth activities.
 | * Experience in heritage, museums or creative arts
* Experience of dealing with safeguarding concerns and managing risk.
* An interest in the work of English Heritage
* Experience of supporting or developing new approaches to youth involvement, volunteering and participation.
* Proven project delivery with a youth delivery focus.
* Adherence to Safeguarding procedures.
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| **Essential Skills / Knowledge / Qualifications** | **We’d also like to see** |
| * Excellent IT skills
* Proven organisation and administrative skills, including the ability to plan ahead, organise itineraries and prioritise
* A good level of knowledge of youth work and participation
* Understanding of delivering activities where youth voice is key to design
* A confident and effective communicator
* Excellent networking skills
* Knowledge of relevant key legislation including that relating to Safeguarding
* Adaptable, flexible, and able to communicate sensitively and effectively at all levels, both within and outside of English Heritage
 | * Knowledge of the voluntary sector
* Knowledge of current trends in youth engagement through heritage
* Demonstrable understanding of current trends in online communication channels
* Demonstrable understanding of collaborative working or co-creation
* Working knowledge of minimum standards of Youth Work.
* A level 2/3 Youth Work Practice qualification or equivalent.
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| **Essential Behaviours**  | **We’d also like to see** |
| * As a member of a small and busy team, being adaptable, flexible and willing to work antisocial hours or travel within England
* A passion for youth involvement and empowering young people
* An ability to communicate well with different groups of people with differing needs
* Self-starting with an ability to work on your own and as part of a team
* Good communication skills (written & oral)
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| Additional circumstances to consider |
| This role requires some travel to sites that are often in remote locations and so a full driving licence is advantageous. Occasional overnight stays away from home will also be required. The key audience you will be working with are 11-16 year olds; as such much of the activity will be delivered in the evenings, weekends and school holidays. Due to the nature of the position, an advanced DBS check will be sought on appointment.  |