

## Policy and Public Affairs Officer

**Term:** Full Time - Permanent, part time applications, or job share applications will be considered.

**Salary:** £23,000 – £26,0000

**Location:** This role can be based in either our Birmingham, Leeds or London hub. We are currently working virtually, but when restrictions are lifted it is likely that you will be required to work up to 3 days per week at your chosen hub (2 of these days are likely to be specified by us). You will be asked to indicate your preferred hub when applying. You must also be prepared to travel to our other hub locations across England requiring up to six overnight stays per year of 1-2 nights each.

**Reporting to:** Head of Policy

**Deadline:** 3 May 2021

### Transforming youth employment

The Youth Futures Foundation is an independent, not-for-profit organisation established in December 2019 to improve employment outcomes for young people from marginalised backgrounds. The foundation launched with an initial endowment of £90 million from the Reclaim Fund.

When Youth Futures Foundation launched, youth unemployment was already too high, particularly for young people facing disadvantage or discrimination. Following the pandemic, the challenges have grown even greater, with a significant risk that a generation's future will be blighted by the scarring effects of long-term unemployment.

Our vision is of a society where all young people have equitable access to good quality jobs. We aim to narrow the employment gap by identifying what works and why, investing in evidence generation and innovation, and igniting a movement for change.

Our approach:

- We prioritise young people from marginalised backgrounds, focusing our efforts on young people who face discrimination or disadvantage in the labour market
- We focus on what works, learning from the projects we fund and scaling up that learning to drive genuine, long-lasting systemic change.
- Putting young people at the heart of our work
- We build coalitions and partnerships to drive lasting change
- We take a trust-based approach to grant-making to find, fund, support and evaluate promising practice.



## Job description

We are looking for a Policy and Public Affairs Officer to work closely with the Head of Policy and other colleagues to support the development of our evidence-based policy work.

The successful candidate will play a key role in responding to, and advocating for, policy developments that will improve the lives of young people. They will have a good knowledge of policy areas such as children and young people and employment, and be committed to supporting young people towards and into work. They will help to build and maintain relationships with key political and policy stakeholders and will work in partnership with peer organisations and wider stakeholders in the young people and employment sectors.

## Key responsibilities

- Working with the Head of Policy to help deliver a cutting-edge policy agenda and stakeholder outreach programme
- Helping to organise high-quality events and policy seminars – including online events – to raise the profile of the organisation
- Representing Youth Futures Foundation at external meetings and events
- Monitoring parliamentary developments based on Youth Futures Foundation ongoing work and priorities and keeping the wider organisation informed of recent developments
- Building and maintaining relationships with parliamentarians and helping to strengthen Youth Futures Foundation's reputation as respected source of analysis and ideas
- Drafting a range of high-quality written outputs for various audiences, including policy briefings, blogs and consultation responses
- Working collaboratively with peer organisations and stakeholders in the young people and employment sectors
- Work with the communications team to manage media about visits, events and press enquiries on political issues

## Person specification

### 1. Knowledge and experience

- An understanding of policy areas such as children and young people, employment and social justice
- With the ability to remain politically neutral, you will have a good understanding of the UK political environment and the operation of government
- Experience of organising events
- Experience of drafting a wide range of written materials for internal and external audiences
- Experience of building relationships with a wide range of stakeholders



- Experience – paid or unpaid – of working in a political environment, for example: campaigning for a charity; working for an MP; or working in local or national government

## 2. Skills and Competencies

- Strong ability to build excellent working relationships internally and externally with good influencing and diplomacy skills
- Excellent written and verbal communication skills
- Ability to work as part of a small dedicated team
- Ability to summarise key parliamentary developments in succinct briefings
- Strong IT skills, including use of MS Office applications (Word, Excel, PowerPoint etc), shared online folders, calendars and contacts

## 3. Mindset

- Genuine personal commitment to Youth Futures mission, vision and values
- Ability and energy to think differently with an open and innovative mindset
- As Youth Futures Foundation was only set up in 2019, many of the systems and processes that are normal in an established organisation either do not exist or are newly forming. To be successful in this role, the candidate will need:
  - to thrive when operating in uncertainty
  - a proactive and flexible approach, able to identify and take forward opportunities and work effectively in partnership with others.
  - a positive and can-do attitude, willing to roll their sleeves up to get into details where necessary
  - a willingness to collaborate internally and externally to achieve our mission
  - strong leadership communication skills

## Things to know

- As part of Youth Futures Foundation's safeguarding policy, all employees are subject to a basic Disclosure and Barring Service (DBS) check

*The young people we aim to serve – and the challenges they face - are all unique. We are looking to build a team that reflects this diversity. Our commitment to inclusion across race, gender, age, class, religion, identity, and experience forms the cornerstone of our work. We are an equal opportunities employer, welcoming applications from all sections of the community.*

*We are keen to explore the widest possible pool of talent for all our roles. Internally, we encourage an open, collaborative and inclusive working environment. We have established an Equalities, Diversity and Inclusion steering committee with team members from across the organisation and headed by a member of the Senior Leadership Team.*

