

Policy Manager

Term: Permanent

Salary: £35,000 - £42,000

Location: This role can be based at our Birmingham, Leeds or London hubs. You will be asked to choose which when you apply. We are currently piloting hybrid working, allowing you to work up to 3 days at home. You must also be prepared to travel to our other hub locations, requiring up to six overnight stays per year of 1-2 nights each.

Reporting to: Head of Policy

Deadline: 31 January 2022

Apply on the Be Applied website: [Policy Manager - Youth Futures Foundation - Applied \(beapplied.com\)](https://beapplied.com/jobs/policy-manager-youth-futures-foundation)

All recruitment to roles at the Youth Futures Foundation is done using a specialist system that conceals the applicant's identity and focuses on assessing candidates based on key competencies, anonymising applications and distributing the assessment of applications against multiple assessors.

Transforming youth employment

The Youth Futures Foundation is an independent, not for profit organisation set up to tackle youth unemployment with a £90million endowment from the Reclaim Fund. We are looking for bold and impactful ways to help young people find and keep good jobs.

There are nearly 1 million young people not in education or employment in the UK. Under-25s make up almost two thirds of the total fall in employment during the pandemic, with those from ethnic minority backgrounds disproportionately affected. Recent falls in employment have been four times higher for young Black people and nearly three times higher for young Asian people. Young people typically work in occupations that have been impacted most by the pandemic, such as hospitality and retail. Of people put on furlough, 47% were aged 16–24. There is a significant risk that a generation's future will be blighted by the scarring effects of long-term unemployment.

We are an ambitious organisation that wants to tackle the root causes of youth unemployment for young people from marginalised backgrounds. To do that, we are focused on three priorities:

1. **Changing the youth employment system** by working in partnership with organisations, policy makers and young people to address structural and systemic barriers
2. **Creating opportunities with employers** to recruit and retain more young people from marginalised backgrounds
3. **Building capacity with practitioners** to support and train more young people from marginalised backgrounds to be ready for work.



Job Description

We are looking for a Policy Manager to work closely with our Head of Policy and other colleagues to influence policy to support young people from marginalised backgrounds access good quality employment. They will have an excellent knowledge of policy areas such as children and young people and employment and be experienced at developing evidence-based policy recommendations. They will help to drive forward our policy work, ensuring that we are able to quickly respond to influencing opportunities as well as take forward proactive policy projects.

Key responsibilities

- Work with the Head of Policy to help design, manage and deliver a cutting-edge policy agenda and stakeholder outreach programme
- Manage policy projects, including drafting project plans, timelines and budgets, in collaboration with key internal and external stakeholders
- Monitor public policy at a national, local and regional level based on Youth Futures Foundation ongoing work and priorities and identify opportunities for political engagement
- Build good relationships with peer organisations and stakeholders in the young people and employment sectors and identify opportunities for collaborative working to further Youth Futures' mission
- Build existing relationships with civil servants and parliamentarians and help to develop new ones to strengthen Youth Futures Foundation's reputation as respected source of analysis and ideas
- Organise high-quality events and policy seminars – including online events – to raise the profile of the organisation
- Work with the communications team to manage communications activity related to policy work, including media about policy projects and events and press enquiries on political issues
- Manage the creation of a range of high-quality written outputs for various audiences, including policy briefings, blogs and consultation responses
- Represent Youth Futures Foundation at external meetings and events

Person specification

Knowledge and Experience

- At least 4 years' experience in a policy role in a relevant organisation, such as youth opportunities, employment support or a relevant government department
- Knowledge of current key debates and priorities in the youth employment space
- Experience of project and event management



- Experience of drafting a variety of written materials for internal and external audiences (e.g., briefings, reports and/or responses to government consultations)
- Experience of policy development and influencing in a complex multistakeholder environment

Skills and Competencies

- Able to gather and analyse a wide range of information from different sources and succinctly use that to have influence or set out a policy position
- Able to establish priorities and manage a complex workload to meet tight deadlines
- Excellent written and verbal communication skills, able to engage at all levels, articulate complex concepts clearly and concisely
- Ability to work as part of a small, dedicated team

Things to know

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

