

INTERIM SENIOR PUBLIC AFFAIRS OFFICER POLICY AND EXTERNAL AFFAIRS DIRECTORATE

Term: 6 month fixed term / full time / 37.5hrs per week

We offer flexible working and consider alternative patterns of work

Salary: £30,679 to £34,721 (depending on skills & experience)

Reporting to: Public Affairs Manager

Location: This role can be based at any of our hubs located in Birmingham, Leeds or London. We currently operate a hybrid model of two-days per week in the office and three-days from home. You must also be prepared to travel to the other hubs and other locations as required for the purpose of this role, which may occasionally require overnight stays.

Who we are

Youth Futures Foundation is the national What Works Centre for youth employment, with a specific focus on marginalised young people.

What we do

We find and generate high-quality evidence to better understand England's' youth unemployment and inactivity challenge, and most importantly to learn what solutions work to address this. We do this through bringing together the best evidence already in existence and build on this by conducting original research and testing and evaluating promising interventions to produce much needed new evidence where there are gaps.

We put evidence into action with policy makers, employers and funders who have the means to make direct impactful change for young people. We do this through translating the evidence practically for stakeholders to use and understand, and through partnerships and engagement to influence, inform and support them as decision makers to back evidence-based interventions that work.

Youth Inclusion

Throughout our work, we proudly involve the voices, perspectives and participation of young people experiencing marginalisation, through our Future Voices Group, our young Board members and beyond. We believe that the young people who are most affected by the system have invaluable perspective and experience, and therefore must be at the heart of efforts to change it.

We actively ensure that all young people engaged with Youth Futures Foundation meaningfully influence our work and advocate within the employment system while also developing their skills and personal outcomes. Our Future Voices Group programme harnesses these insights to craft impactful narratives that influence the knowledge, practice and behaviour of key actors and audiences within the system such as policymakers and employers. The group also participate in decision-making and projects throughout Youth Futures.



Job Description

The Senior Public Affairs Officer will be a key member of the External Affairs Team within the wider Policy and External Affairs Directorate. Reporting to the Public Affairs Manager and working closely with communications and public policy colleagues, the postholder will enable and drive engagement with parliamentary, government, political and sector stakeholders across these strategic themes:

- ❖ Barriers and Discrimination in Employment
- ❖ Place based change
- ❖ Mental Health and Wellbeing
- ❖ Early Intervention and Transition
- ❖ Apprenticeships and Vocational Training
- ❖ Employment Support Programmes

The postholder will be politically astute, with experience of engaging across Westminster and Whitehall, excellent written and verbal communication skills, and the ability to build and maintain effective relationships with key stakeholders.

They will help brief and prepare senior leaders for high-profile engagement opportunities and attend meetings and events as appropriate.

Strong organisational, interpersonal and project management skills will be essential to support key influencing opportunities with stakeholders and partners, including panel events, roundtables, webinars and showcase programme visits.

Ensuring that young people's voices are meaningfully embedded in stakeholder engagement will be central to the role. The postholder will work closely with the Youth Inclusion team and young ambassadors to ensure their experiences, insights and perspectives inform engagement activities and help shape policy and influencing priorities.

Key Responsibilities

Stakeholder and partnership relations

- ❖ Support Public Affairs and Public Policy colleagues to grow and maintain relationships with civil servants and Ministers, building their understanding of Youth Futures and uptake of its offer as a What Works Centre, including access to evidence, expertise and data resources.
- ❖ Grow relationships with key Parliamentary stakeholders, including MPs, Peers, Select Committees and key APPGs, as well as regional decision makers.
- ❖ Develop and maintain Government, Parliamentary and regional stakeholder mapping, taking responsibility for keeping information up to date.
- ❖ Support senior internal stakeholders with preparation for high-level engagement, including background research and briefings.
- ❖ Support our relationship building and credibility with policymakers, attending meetings and events to represent Youth Futures Foundation as required.

Advocacy and external profile raising

- ❖ Support advocacy events (in person and online) and activities for policymaker and policy expert audiences, such as Party Conference events, roundtables and VIP visits to programmes with young people, to raise the organisation's profile and facilitate dialogue on strategic themes.



- ❖ Work closely with communications colleagues to support and advise on content for communications materials and outputs for external-facing advocacy activities.

Youth Inclusion

- ❖ Support the Public Affairs team in working collaboratively with the Youth Inclusion team, liaising closely with the Senior Policy Officer to ensure young people's voices and experiences are meaningfully embedded in policy engagement and influencing activities.

Monitoring and intelligence

- ❖ Support the Senior Public Affairs and Communications Officer in monitoring and intelligence gathering to ensure information on developments, legislation and relevant insights is communicated regularly to the wider team and senior leaders.

Wider responsibilities

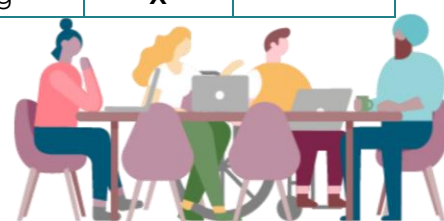
- ❖ Support the wider work of the Policy and External Affairs Directorate as required, particularly when the organisation has busy external facing moments.

General

- ❖ Deliver high-quality, organisation-wide operational support, ensuring efficient processes, effective resource management, and compliance with policies and standards.
- ❖ Coordinate and integrate activities across teams, aligning priorities and ensuring smooth delivery of organisational objectives.
- ❖ Build and maintain strong stakeholder relationships, acting as a key point of connection to support collaboration and effective communication across the organisation.
- ❖ Manage and prioritise workloads and workflows, ensuring deadlines are met and resources are optimised in a dynamic environment.

Person Specification

	Essential	Desirable
Knowledge, experience and abilities		
Knowledge of skills, employment, apprenticeships, youth or education policy or research work and an understanding of the wider economic and political context		X
Experience of supporting projects, partnerships and events	X	
Experience of drafting high-quality written materials and briefings	X	
Able to demonstrate successful collaboration with internal and external stakeholders	X	
Able to manage a complex workload to meet tight deadlines whilst maintaining accuracy and consistency	X	
Ability to work as part of a small, dedicated, supportive team	X	
Experience of working with national/regional government on the skills, employment or education agenda		X
Understanding of research and evaluation methodologies and terminology		X
Able to interpret a wide range of evidence and data from different sources and accurately reflect that in briefings and advice	X	
Takes initiative - ability to identify and act on opportunities without being prompted	X	
Awareness of project coordination methods and cross-functional working	X	



	Essential	Desirable
practices		
Able to relate to and work with young people and to understand the barriers marginalised young people face in securing employment	X	
Ability to work inclusively, respond positively to change, and take ownership	X	
Skills & competencies		
Excellent written and verbal communication skills - Builds positive working relationships with stakeholders by communicating clearly, managing expectations, and supporting collaborative outcomes	X	
Coordination skills - Efficiently manages multiple activities by organising resources, timelines, and communications to support smooth team operations and task completion.	X	
Organisational skills - Consistently structures and prioritises tasks , adapting priorities in response to changing demands	X	
Attention to detail: Completes administrative tasks with accuracy and efficiency, adhering to organisational procedures and supporting smooth day-to-day operations.	X	
Project coordination - Proactively contributes to project planning and coordination, ensuring tasks are tracked, deadlines are met, and support is provided throughout the project lifecycle	X	
A desire to understand 'what works' and to link research and evidence across to relevant policy priorities	X	
Relationship management – able to develop and build relationships with stakeholders, acting as a credible and professional advocate for the organisation	X	
Comfortable learning and using a range of digital tools to enhance the team's work	X	
Excellent IT skills including the usage of MS Office package, Teams and Outlook	X	
Involvement with youth participation work		X

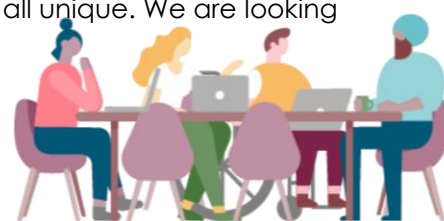
Mindset

- a genuine personal commitment to Youth Futures mission, vision and values applying these to everyday working
- Growth mindset to thrive when operating in a growing and evolving organisation
- a proactive and flexible approach, with solutions focused thinking
- a positive and can-do attitude, willing to roll sleeves up to get into details where necessary
- demonstrates inclusive, collaborative and respectful behaviours with a commitment to equity, diversity and inclusion
- a commitment to our employee code of conduct and behaviours
- work collaboratively, contributing and helping to build a strong, positive team culture
- follow internal policies, processes and practices

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, some positions may require an enhanced level disclosure.

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, Mindful Employer, Disability Confident and welcome applications from all sections of the community.

We are particularly keen to encourage people with lived experience of the challenges facing young people in the labour market, and committed to supporting you in your application. Please contact us if you require any additional support.

Internally, we encourage an open, collaborative and inclusive working environment.

