



Job Title: Youth Engagement Officer

Reporting to: Operations Director

Job Purpose:

This role will develop and deliver Allergy UK's youth engagement initiative. We are beginning several exciting new projects focused on engaging young people who live with allergy and providing opportunities for them to have a voice and support them in raising awareness of the issues that affect their life. We are seeking young people's participation and co-production in all activities we develop to support their needs. The role of Youth Engagement Officer will be to engage with young people across the UK, to ensure that they have the opportunities and support to shape and influence Allergy UK's programmes and activities for young people living with allergy.

The successful individual will work to develop youth engagement opportunities which increase skills, confidence, and life chances through supporting young people living with this disease to overcome any barriers they face.

As a Youth Engagement Officer, you will have experience of working positively with young people, and have a proactive nature. Organisation skills and initiative is a must as you will be the lead on our youth provision. You will be required to coordinate activities with young people such as online and in-person engagement, blogs, podcasts, learning and digital activities. These activities will be centred on practice of co-production. We are looking for someone who wants to work as part of a team to engage young people, to highlight unheard voices and stories and promote progress and change through action.

Your main responsibilities include, but are not limited to:

Key Accountabilities:

- Plan, project manage and deliver exciting new co-production projects and establish positive links with young people and promote active participation in activities.
- Provide opportunities for young people to have a voice and support them in getting involved in Allergy UK's awareness and public affairs to influence governmental change and improve services for young people with allergy.
- Create, develop and lead on the work of the Allergy UK Youth Forum.
- Support and develop young people to become champions and ambassadors for Allergy UK.
- Work collaboratively with a range of organisations including but not exclusively schools, local government, health and youth services and youth organisations.
- Develop training and development resources for young people
- Complete all required documentation accurately and within agreed timescales to ensure that contract requirements are met

This job description is non-exhaustive and is subject to regular review with the post holder and amended in line with the needs of the organisation.



- Work alongside the Operations Director and other staff advising them of relevant issues facing children and young people.
- Develop Allergy UK's youth engagement procedures and practice.
- Work with the Volunteer Coordinator to engage young people in volunteering for Allergy UK
- Responsible for the health and safety of yourself and others who you interact with and undertake appropriate health and safety reviews, risk assessments in relation to activities.

Person Specification

Essential

Education & Qualifications

Degree validated by the National Youth Agency (NYA) and recognised by the Joint Negotiating committee (JNC).

Experience

- Minimum of 3 years' experience working with young people.
- Experience of developing and delivering engaging youth engagement opportunities, following best practice, and adopting methods of co-production.

Skills and Knowledge

- A Demonstrable experience of working directly with young people in a youth engagement/participation role.
- Demonstrate experience in the development and delivery of strategies to successfully engage, interact and promote development with young people.
- Experience in planning and delivering youth sessions and activities.
- Experience of working with a range of stakeholders and representing the views of young people.
- Experience of writing reports and meeting conflicting deadline.
- Experience of managing people, resources, or projects.
- Skills and Knowledge Ability to engage with young people.
- Ability to work independently.
- Ability to motivate others and work as part of a team.
- To ensure young people feel safe and are safeguarded, by ensuring cross partnership and local safeguarding policies and procedures are adhered to.
- Understanding of the issues facing young people.
- Understanding and commitment to equal opportunities policies.
- Evidence of challenging discrimination or implementing equal opportunities with young people.
- Knowledge and understanding of relevant legislation, especially regarding children's rights, promoting inclusion.
- Proficient in Microsoft Office, including Microsoft Teams, and Zoom
- Able to work flexibly to meet requirements of the role.

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Desirable

Understanding of allergy

An understanding of the charity sector and the work of volunteers.

Behavioural Competencies

Relating & Networking

Adhering to principles and values

Formulating strategies & Concepts

Working with People

Persuading and influencing

Planning & Organising

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