



# YOUTH PARTICIPATION OFFICER (Internship)

**Job Pack**  
**November 2021**



## YOUTH PARTICIPATION OFFICER (INTERNSHIP)

**Contract period:** 12 months  
**Start date:** 31 January 2022  
**Hours:** 35 hours per week (5 days a week, 9am-5pm)  
**Salary:** £19,747 per annum (London Living Wage)  
**Location:** 169 Union Street, London, SE1 0LL  
*We operate hybrid home/office working arrangements.*

*Terms of appointment include: 25 days annual leave, plus bank holidays, pension scheme - 3% employer contribution, flexible working, and volunteering days.*

### YOUTH PARTICIPATION OFFICER (INTERNSHIP)

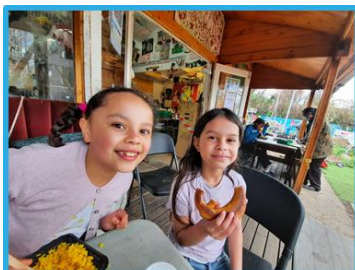
This role is an exciting opportunity to join the Mayor's Fund for London's Strategy and Communications team, working across the charity to ensure that young peoples' views and experiences are taken into account and influence our programmes and campaigns.

## ABOUT US

The Mayor's Fund for London is a pan-London, non-political, independent charity, championing opportunities for young Londoners from low-income backgrounds. We believe that all young people, regardless of their starting point in life, should be able to thrive in their community, forge fulfilling careers and are able to take advantage of the outstanding opportunities that London has to offer.

Our work in the fields of food, wellbeing, numeracy, and employment raises awareness of the barriers facing young Londoners, promotes the activities which best increases their opportunities and brings together the partnerships to make a measurable impact on young Londoners' lives. In 2020, we supported over 40,000 young Londoners aged 4-24 across all 33 boroughs, working in partnership with 721 schools, 110 community organisations and 195 employers, 173 charities, social enterprises, and local authorities.

The Mayor of London, Sadiq Khan, is our patron.



## THE JACK PETCHEY INTERNSHIP PROGRAMME

The role of Youth Participation Officer (Internship) is made possible by the Jack Petchey Foundation. This Jack Petchey Intern programme is designed to give young people a flying start in the charity sector. It aims to support dynamic young individuals in their first step towards being the sector's future leaders. The Mayor's Fund for London is one of the beneficiary organisations of the internship programme.

The Youth Participation Officer (Internship) role is a twelve-month paid internship to begin in January 2022, supported by the Jack Petchey Foundation. You must be ready to take up the post by 31 January 2022. As part of this, you will be part of the Jack Petchey Internship Programme with 25 other interns from different youth organisations in London and Essex. This development programme will involve you attending a launch conference, a six-month update workshop, six professional development workshops through the year and a celebration event at the end of the programme. You will receive an extra training bursary of £1,000 for approved training. You will also be matched with a mentor from another organisation to support you in your professional development. The Jack Petchey Internship Programme training and events will take place in person (subject to Covid-19 restrictions) in London and you will be expected to take full part in this programme alongside your role at the Mayor's Fund for London. More information about the programme can be found [here](#).

## PURPOSE OF THE ROLE

In 2020, the Mayor's Fund for London developed a new 'youth voice' strategy to ensure input from young Londoners is captured and integrated into all aspects of our work, from design, implementation and evaluation to advocacy and policy. We have an engaged Youth Board, student ambassadors and programme participants, as well as young professionals. Our next priority is to recruit a Youth Participation Officer, who will help us:

- Ensure that young people's views and experiences are embedded in all Mayor's Fund programmes, both in terms of delivery and programme design.
- Build activity aimed at amplifying 'youth voice' in London. This is likely to include our sector-based campaigns with employers and our influencing work on specific issues, such as food insecurity and diversity and inclusion.
- Support the Mayor's Fund Youth Board to ensure that members' views influence the overall strategy and direction of the charity.

## JOB DESCRIPTION

### Supporting programme design and delivery

- Working with staff to design ways of researching young people's experiences of Mayor's Fund for London programmes.
- Undertaking this research directly with young people (with training and support from other staff) and/or overseeing young people undertaking this research.
- Designing or sense checking programme feedback loops – e.g. satisfaction forms following programme completion and analysing and providing feedback on what these tell us.
- Helping young people participate in programme design exercises, these might, for instance, be face to face group sessions with young people to understand their experiences of a particular issue.



## Communications

- Helping staff teams develop better means of communicating directly with young people, including to engage them with Mayor's Fund for London programmes.
- Contributing to the design and delivery of the Mayor's Fund's campaign work, including policy work and sector-based campaigns. This might include helping young people to speak at events, support through social media or through creating their own creative content to support campaign aims.

## Strategic

- Running the day to day activity of the Youth board, including organising meetings, helping the Board set agendas and identify projects to get involved with.
- Working with the staff to advertise the work of the Youth Board and to recruit new members both from Mayor's Fund for London programmes and more broadly.
- Helping the Youth Board and the wider group of young volunteers with the Mayor's Fund to feed into big picture thinking at the charity. This includes helping the charity connect the work of the Youth Board, the Advisory Board, and the overall Governance Board.
- To promote the Mayor's Fund for London wherever appropriate, including attend events and providing ad hoc support to the wider team when necessary, in line with all other staff.

## PERSON SPECIFICATION

The ideal candidate is someone who:

- Has a passion for social justice and is committed to seeing young people achieve their full potential regardless of background. Maybe you have gained practical understanding through your own experience, or perhaps you have been involved in volunteering.
- Has an interest in engaging with people from all walks of life and is great at building strong relationships based on trust, integrity, and respect.
- Is organised and keeps calm under pressure. The successful candidate will have some experience of multi-tasking and working to deadlines, which could be gained through work, school, or the community.
- Brings energy and lots of ideas to the table. We warmly welcome someone who is proactive in exploring new opportunities and is a keen problem-solver.
- Has an understanding of using social media channels. You do not need to be an expert, but we are looking for someone with a basic skill set and a curiosity to learn.
- Has good written and spoken communication skills.