
JOB DESCRIPTION

Job Title:	Youth Engagement Officer (Maternity Cover)
Responsible To:	Head of Engagement
Location:	Home based/flexible with some occasional travel within the UK
Salary:	Grade C, £28,148 - £32,519 depending upon experience plus 8% employer pension contribution
Hours:	Full time (37 hours per week)
Contract:	1-year Fixed Term Contract (Maternity Cover)
Start Date:	1 st June or as soon as possible.

Job Purpose

- Support and empower young people to lead the way Butterfly Conservation includes young people in our work.
- Increase the representation of young people (aged 16-24) across Butterfly Conservation's audiences (our supporters, volunteers, and members).
- Advocate for youth participation across the organisation.

Main Responsibilities

1. Facilitate and support the Youth Panel through regular individual and group meetings and at one residential.
2. Support the Youth Panel to identify, prioritise and action initiatives and activities to engage young people in the work of Butterfly Conservation
3. Act on feedback from young people to:
 - create youth-centred volunteering opportunities.
 - develop new youth-centred engagement projects and programmes.

4. Create and maintain appropriate communication channels to keep the Youth Panel connected and informed.
5. Ensure Safeguarding measures are in place to maintain the safety and wellbeing of Youth Panel members.
6. Administrate and grow the 'BC Youth Volunteers' forum on the BC volunteer management system (Assemble).
7. Provide support to colleagues across the organisation, including volunteers, to identify and support opportunities to work with young people.
8. Keep appropriate records to comply with the reporting requirements of external funders.
9. Support the development of funding applications that deliver youth-focused core and project work.
10. Promote BC's youth opportunities through appropriate channels, act as a point of contact for enquiries.
11. Represent and promote youth participation and engagement work internally and externally as required, including responding to press and media requests.
12. Create engaging and inspiring content for use across BC's website, social channels, publications, and e-newsletter to connect with young supporters.
13. Select and oversee contractors to support Youth Engagement work.

General

14. Promote BC's values (Excellence, Passionate, Inspiring, Collaborative) ensuring they are adopted in all aspects of the role.
15. Undertake any other reasonable duties as required and commensurate with the grade of post.
16. Undertake all duties and responsibilities in compliance with the rules and regulations encompassing equal opportunities to help foster a diverse workforce.
17. Work in accordance with BC's policies, procedures, and codes of conduct.
18. Actively participate in on-going professional development activities.



PERSON PROFILE

JOB TITLE: Youth Engagement Officer

Technical/Specialist Skills	Essential	Desirable	Method of assessment
A levels or equivalent Level 3 qualification in a relevant subject/s	✓		A
Significant experience working directly with young people, ideally in the charity sector	✓		A/I
Significant experience of working collaboratively with young people or in a youth-led capacity	✓		A/I
Excellent understanding of key issues and approaches to inclusion when working with young people from a range of different backgrounds.	✓		A/I
Excellent understanding of the barriers to participation for young people and an awareness of intersectionality	✓		A/I
Skilled communicator (spoken & written) with the ability to engage and inspire young people	✓		A/I
Experience in content creation for a variety of digital/social media platforms		✓	A/I
Knowledge of the risk assessment process for events for young people and a working knowledge of safeguarding measures	✓		I
Experience of producing and editing digital content for digital/social media platforms		✓	I
Experience in project development and/or preparing funding applications		✓	I
Experience of monitoring and reporting work outcomes, and contributing to strategic reporting		✓	I
Budget Responsibilities			
Experience of managing budgets		✓	I
Line Management/Contractor Responsibility			
Experience of contract management		✓	I
Working with Volunteers/Managing External Partners and others			
Experience of working collaboratively with volunteers		✓	A/I
Able to manage potential conflicts by dealing with people in a calm and professional manner	✓		A/I
Personal Attributes			
Empathy with aims and objectives of BC	✓		A/I



**Butterfly
Conservation**

Saving butterflies, moths and our environment



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Personal Attributes			
Passionate about the development of young people and their inclusion in the environmental/nature conservation sector	✓		
Well organised and self-motivated; able to plan and undertake work on your own	✓		
Able to prioritise a diverse workload, meet tight deadlines and use own initiative	✓		
Flexible: able to rapidly assimilate information and adapt to a changing environment	✓		
Able to work effectively as a member of a team	✓		
Pragmatic, innovative, enthusiastic and able to motivate others	✓		
Willing to work occasional weekends and evenings and away from home	✓		

Key:

A = Application Form

I = Interview