

Job Description **Programme Co-ordinator** **Youth Innovation Challenge**

Line managed by: Director – Future Leaders
Key relationships: Internal: Director – Future Leaders
External: UnLtd Youth Challenge Manager

Purpose of the Job: To co-ordinate the Youth Innovation Challenge nationally

Background

The Youth Innovation Challenge is a new programme that will be a pioneering response to some of the major social challenges facing young people in today's society. The programme is funded through the Vodafone UK Foundation and a match fund. The programme will be delivered in partnership with UnLtd, who will be managing the programme. Changemakers will deliver and facilitate leadership training; provide ongoing support to the young people that are members of the Youth Leadership Team (YLT) and co-ordinate the delivery of the programme nationally. The programme will reach out to and engage 700 young people aged 16-25 over 3 years and equip them with the skills, confidence and networks to be part of the solution and make a lasting social change.

How will it work?

The Youth Innovation Challenge will allow young people to be the driving force to find innovative solutions to major challenges that society faces today. The Challenges will be decided on by young people and could range from climate change, young people and the media to gun and knife crime. This project aims to engage with young volunteers aged 16-25 over three years with a project prize fund of £60k each year for innovative youth led projects that address the chosen Challenge. The project will have a team of young people called The Youth Leadership Team (YLT) that will shape, help plan, promote the project and support the challenges that are funded. The YLT will receive tailor made training, support and mentoring to help them fulfil their role as the YLT. The YLT will decide the key Challenge that needs to be addressed and then make a nation wide "call to action" to other young people to create original ideas for projects.

Once potential projects ideas are submitted they will be posted online and opened up for a public vote, with young people voting for the best idea. Winning projects will receive a share of £60k project prize fund. The project prize fund will help set up and manage the youth-led project idea with support, training and mentoring from UnLtd, Changemakers and the YLT. As the projects progress, each project will be able to have online and offline open debates with other young people on the issue and contact local and national people in power to show and highlight new and different ways that they are working with young people with the help and support young people .

We hope that the funded projects will have a major effect on local and national policies and change the way people think and see young people, seeing them as the solution to the challenges rather than part of the problem. By allowing young people to take the lead and take action to address pressing issues that matter to them we hope to inspire a new generation of Volunterpreneurs (Voluntary Entrepreneurs). Through this programme we want young people to feel that no matter what they have to say on an issue that their voices and actions count and make a difference.

What do we want (the exciting bit)

We would like someone who has proven experience of supporting the delivery of youth-led participation programmes from start to finish. We want someone who understands the needs of young people who are inspirational proactive leaders but need support and assistance turning their ideas into reality. You will need to engage, support and work with a diverse group of young people who have varying degrees of confidence, skills and abilities.

You need to understand and have an interest in new media/technology as these will be used to communicate with young people on various different levels (e.g. interactive online communities). We need you to keep in touch with young people based all around the country and be sensitive to their different needs and backgrounds and communicate with them accordingly. It would be beneficial if you had experience of campaigning and an awareness of the issues young people are passionate about.

You will need to be willing to travel up and down the country as well as spending a day a week at UnLtd's office near Moorgate working with the Programme Manager based there. Lastly, you'll need to be willing and comfortable letting young people lead as well as direct the way you work.

What will you be doing (the technical bit)

Your role will be to support the Youth Leadership Team making sure that they are appropriately trained, supported and informed. You will be facilitating their learning and development through providing suitable training for their particular needs which will enable them to support the young prize winners. With your help they will be empowered to support the prize winners to develop project plans which affect change in society and have a real influence on local and national policy. They will need to feel confident enough to promote the Youth Innovation Challenge to other young people and organisations.

We need you to be able to make work seem like fun as the Youth Leadership Team will be volunteering their time to work on this programme. The team will require intensive support as well as inspiration so you need to be able to see the glass as half full rather than half empty. You will help and assist them making sure that their suggestions and ideas are taken into consideration in every aspect of the programme.

Delivery for the first year of this programme (up until March 31st 2009) will be underway when you start so your ability to get on and deliver will be key. However, you will also play an important role in shaping the 2nd and 3rd years of this project and making sure we are meeting our aims and delivering effectively. You will be working closely with UnLtd but leading on the public affairs and local and national policy side of the project making sure that the projects have a real impact in society and challenge the chosen issue.

If you want to support Young People to make real, lasting change this role is for you.

What do we want (the experience bit)

- We need someone with experience of project coordination; evidence you can deliver to time, budget and a high standard is essential.
- Experience of directly working with young people and young volunteers
- Proven experience of creating training plans and facilitating training sessions
- Knowledge of campaigning and supporting campaign projects
- Knowledge of relevant policies and documentation required for supporting volunteers
- Knowledge of, or a keen interest in, new media/technology

Who do we want (the ideal candidate)

- A creative problem solver who can adapt and be flexible in their approach to work
- Someone able to clearly communicate and influence colleagues, young people, stakeholders and key contacts outside the organisation

- An excellent planner and organiser who can manage their own work
- A project coordinator who is methodical and rigorous in their project management and delivery of work
- Someone with the ability to empathise and engage with young people from a diverse range of backgrounds
- A individual committed to self development and developing the role
- A commitment to our ethics and values and an awareness of how Changemakers as an organisation and its team as individuals can make a positive contribution to society
- The highest level of confidentiality to be maintained at all times

Dates for your diary:

We are looking for someone to hit the ground running and start as soon as possible to cover maternity leave. Ideally we'd like you to attend the Youth Leadership Team training weekend on the 24th-26th October, in Birmingham; even you haven't started in post yet.

Interested in applying?

If you would like to apply for this role please download the application pack and return your application form and equal opportunities form, marked Private and Confidential to: Laura Campbell by 29th September at 12pm.

Interviews will take place on 8th October, at Changemakers Head Office; New Loom House, 101 Backchurch Lane, London, E1 1LU.

If you have any questions about the role please contact Lizzie Cole, Director – Future Leaders on lizzie@changemakers.org.uk or by calling 020 7702 1566.

Salary, benefits and the other stuff you really want to know before you apply

The salary band for this role is £20,000 - £25,000

This post is covering maternity leave and is offered on a 12 month contract.

This post is a 12 month fixed term contract, covering maternity leave. There may be opportunities for the successful candidate to apply for other roles within Changemakers or for the term of this contract to be extended, though neither of these options are guaranteed.

This role is based within our London office which can be found in New Loom House, 101 Backchurch Lane, E1 1LU. The nearest tube station is Aldgate East and Liverpool Street mainline station is a 10-15 minute walk.

Changemakers offers employees 25 paid annual leave per year and our holiday year runs from 1st January – 31st December.

Bank holidays are in addition to this annual entitlement.

Changemakers offers employees access to the Stakeholder Pension Scheme which is run through Friends Provident in conjunction with the NCVO. Changemakers will match a contribution that an employee makes, capped at 5% of their monthly salary.

Most employees are provided with a company mobile phone and laptop.

The probation period for all our roles is six months, during which you will receive monthly probation reviews.

We have offices in Newcastle, Birmingham and staff working in North Somerset and Bath and North East Somerset.

Some travel and overnight stays may be required but we do reimburse all reasonable travel expenses as well as ensuring you will stay in a nice hotel!

Salaries are normally reviewed in April although an increase is not guaranteed.

We also offer all employees three days per year, paid, which they can use to volunteer.

Changemakers advocates all employees accessing training and development opportunities. These opportunities can be discussed through monthly 1-2-1's with your line manager. All employees past probation will also have an annual performance appraisal, which normally take place in March.

Finally, we also offer employees an entitlement to Discretionary Sick Pay, which is determined by your length of service. This will mean that your pay whilst absent from work due to illness will be at the equivalent of your normal salary.