



Youth Employment UK CIC

Youth Engagement & Ambassador Mentor

Youth Employment UK CIC is a not-for-profit membership organisation, we are dedicated to tackling the issue of youth unemployment. Youth unemployment has been a major issue in the UK since before 2005, in 2011 there were over 1 million young people NEET (Not in Education, Employment or Training). Youth unemployment has a huge impact on both the economy and the emotional health and well-being of young people.

Youth Employment UK works closely with government to review policies and programmes for young people in the UK. This includes an important role with the All Party Parliamentary Group for Youth Employment where we act as the Secretariat. We regularly produce research and reports which are presented to senior government officials.

We provide membership services to a range of stakeholders, both young people and organisations. Our organisation members include employers, charities, youth organisations and educators. Organisations who are invested in youth employment are invited to join YEUK.

Our Young Members and Volunteer Ambassadors are vital to our own success, we rely on their contributions to continue to do our work.

YEUK has grown rapidly in the last 12 months, we have developed a fantastic reputation as an organisation making a difference in this space. We are now looking for a Youth Engagement & Ambassador Mentor who will be able to join our team with the focus on growing our young members and Ambassadors as well as developing the support and training for this group.

We are looking for someone who can share our passion for the work we do, and who has experience of youth engagement and service delivery. As a small team we all have to be very flexible in our approach and support all functions of the organisation, the person we are looking for needs to be able to work in this way. The prime focus will be growing and developing our membership and the services we offer for young people.

In return we offer a great working environment and lots of opportunity to develop the role and your own skills. On top of this you will be working in a role that will be essential to the success of YEUK and therefore our mission to tackle youth unemployment.

www.yeuk.org.uk

Youth Employment UK CIC
C/O TQ Education & Training
Bangrave Road South, Corby, Northamptonshire, NN17 1NN.

0844 4143101 CIC Company Number: 08290820



Job Description

Youth Engagement & Ambassador Mentor

Youth Engagement

- Encourage more young people to register with YEUK and be an active voice in the campaign
- Keep the content for young members up to date in line with employment/legislation changes or any other relevant information
- Manage a monthly or fortnightly newsletter to go out to young members
- Analyse how the site is being used by young people and provide any suggestions for improvement
- Manage online surveys or requests for case studies of young members

Youth Partner Management

- Build relationships with youth organisations across the UK and support them where possible
- Work with our youth organisation partners (O2 Think Big, UK Youth, British Youth Council etc) to ensure that we build close relationships and exceed their expectation for support
- Build relationships with schools, colleges and universities, encourage them to become Education Ambassadors and signpost their young people to YEUK, attend events & speak to students
- Account Manage Youth Members and Education Ambassadors ensuring they receive value and support from the relationship and that they fulfil their agreements
- Manage the monthly/fortnightly newsletter communication to Youth Partners/Education Ambassadors

Ambassador Mentor

- Build number of Youth Ambassadors
- Develop, implement and manage ambassador reward scheme
- Develop, implement and manage ambassador training and support
- Ensure Ambassadors have correct information and support to fulfil their role
- Manage Ambassadors so that they are giving the full commitment of 15 hours per month to YEUK activity

Additional

- Ensure Safeguarding responsibilities are met
- Identify UK organisations who will benefit from joining Youth Employment UK CIC. Make contact with potential leads and introduce Youth Employment UK CIC and its member benefits
- Ensure all contacts are listed within the CRM and the notes are updated
- Ensure that enquiries are met in a timely and professional manner
- Ensure that all communication meets a high standard and is free from mistakes
- Attend events
- To maintain records and report on progress and activities to LJR
- Support team members
- Any other duties in line with the spirit of the post
- To represent Youth Employment UK CIC at all times

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Person Specification

As a small organisation each staff member plays a vital role.

	Essential	Desirable
GCSE in Maths and English at Grade C or above	✓	
A' Level in English		✓
Experience of Sales and Business Development	✓	
Experience of working to deadlines and targets	✓	
Experience of presenting to large audiences		✓
Experience of a CRM Management System	✓	
Experience of working with young people aged 16-24		✓
Experience of writing website/blog content	✓	
Experience of creating video content		✓
High level presentation skills	✓	
High level written and verbal communication skills	✓	
Proof Reading skills	✓	
Project management skills		✓
Attention to detail	✓	
Ability to work unsupervised	✓	
Driving licence and vehicle	✓	

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Application & Interview process

Stage 1

Apply in writing with a cover letter stating why you think you are most suitable for the role.

Send a link to a YouTube video of a 2 minute presentation on what you think the barriers are to youth employment for 16-24 year olds. You may unlist the video so it is not available for the general public to see, but you will need to send the link so that it can be viewed privately by Youth Employment UK.

Send all CV's, covering letters and presentation to ljr@yeuk.org.uk

Stage 2

Candidates will be short listed for interview and assessment tests.

Stage 3

A further final interview which will consist of a panel, shortlisted candidates will be asked to prepare for a presentation.

Timeline

Application deadline: 15th January 2016

Likely interviews week commencing: 18th January 2016

Likely start date: Mid-February

Package Details

Salary - £18,000 per annum plus bonus

Training – Ongoing training which will include in house and external accredited training

Hours of work – 9am until 5pm although the role will require some travel and the need for flexibility around working hours

Location – Corby

All prospective employees must pass a background check

5 months' probation

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