

Policy and Public Affairs Officer

**SOJIN
GANG
YOUNG**



What's the problem?

1 in 5 young people now have a probable mental health condition

65% year on year increase in 'Very Urgent Referrals'

<1% of NHS spending goes to young people's mental health

Black and Asian young people are **twice** as likely to access mental health support via a court order.

But we believe things can get better.

Who we are

We are leading the movement to make sure every young person gets the mental health support they need, when they need it, no matter what.

We provide young people with tools to look after their mental health. We empower adults to be the best support they can be to the young people in their lives. And we amplify young voices to change the world we live in.

Our purpose:

To stop young people's mental health reaching crisis point

Our vision:

A world where no young person feels alone with their mental health

Our mission:

To make sure all young people can get the mental health support they need, when they need it, no matter what

Our goals

To keep ourselves focused and on track, we've set out three strategic aims:

1. Helping young people to look after their own mental health
2. Making sure young people have adults around them who can really help
3. Building a youth-led movement to make sure support is there for any one who needs it



Helping young people to look after their own mental health

We will provide young people with reassurance and advice to help them make positive choices for their mental health and know what to do next if they are struggling.

Making sure young people have adults around them who can really help

Whenever a young person opens up about their mental health to an adult they trust, we want them to find someone who really gets it and can respond positively.

Building a youth-led movement to make sure support is there for anyone who needs it

By building a movement for change, through which young people can create the societal changes they want to see, we know that far more young people will get the support they need.

“I’m proud that YoungMinds genuinely uses the voice of young people to guide their approach as a charity and change the misconceptions around mental health.”

Alex, YoungMinds Youth Panel



Where we work:

YoungMinds is based close to London Bridge in Central London, although as an organisation, we are active all over the UK.

Our address is: 4th Floor India House, 45 Curlew St, London, SE1 2ND.

We are well served by public transport links: - local mainline stations are London Bridge and Waterloo. The nearest London Underground stations are London Bridge (Jubilee Line) and Borough (Northern Line).

When we work:

Standard Office hours are 9.30am – 5.30pm, with a one hour unpaid lunch break.

Some of our employees work non-standard hours - we have a number of part-time staff, and some of our team work on a sessional basis.

YoungMinds recognises the importance of helping its employees balance their work and home life and so we have a Flexible Working Policy in place. Any employee can make a request for flexible working. Whilst we cannot guarantee to accommodate a flexible working application, we do guarantee that we will carefully consider any request made.

AJEDI at YoungMinds:

As an organisation, we have been on a journey to reflect on who we are, who we are here for, and the ways we may unintentionally contribute to inequity. For us, Anti-racism, Justice, Equity, Diversity, Inclusion and Culture (AJEDI) is not just a set of principles, it's part of who we are and how we work.

We know we don't always get it right, we are not perfect. We are however, committed to learning, challenging ourselves, and asking difficult but necessary questions.

If you are thinking about applying for a role with us, a commitment to AJEDI is essential. These values underpin our work and shape how we understand who we are here for. We don't expect you to be an expert. What we do expect is openness, curiosity, and a genuine commitment to learning and embedding these principles in your work.

We warmly encourage applications from people of all backgrounds, especially those whose perspectives and experiences are currently underrepresented at YoungMinds and across the charity sector.

Safeguarding

Everybody has the right to be safe and to thrive no matter who they are or what their circumstances. The YoungMinds' approach to safeguarding includes the concept of a 'culture of care' which supports and promotes wellbeing and the prevention of harm. We believe that our staff, volunteers and consultants have an individual and organisational responsibility for safeguarding. We aim to embed a safeguarding ethos and practice which is both proactive and responsive towards issues of safety and wellbeing.

We ask all staff to undertake safeguarding training with us as part of their onboarding journey and their ongoing learning and development.

When you join:

All new staff benefit from a full induction with their team, as well as our core training programme and ongoing support.

Probationary period:

All our posts are subject to an initial probationary period. This varies according to the length and type of the contract.

Our benefits:

We offer our staff a range of health, wellbeing, lifestyle and financial benefits to ensure that we fully support all staff from day one of employment with us.



Benefits

Benefit	Full Time	Part Time	Zero Hour
Holiday - 25 days plus 8 bank holidays and 3 days off for Christmas closure (pro-rated for part time) + an extra 2 days after 3 years' service	Y	Pro-rated	Pro-rated
2 wellbeing days per year	Y	Y	Y
Employee Assistance Programme	Y	Y	Y
Pension - Employer 5% with minimum employee contribution at 3%. Subject to terms and conditions, pension contributions will begin automatically	Y	If minimum requirements met	If minimum requirements met
Cycle to work Scheme	Y	Y	Y
Travel loan (Available on completed probation)	Y	Y	N
Free early eye tests and money towards your glasses	Y	Y	Y
Commitment to continued professional development	Y	Y	If earning enough to be deductible
Access to Corporate Membership Prices for TasteCard	Y	Y	Y
Weekly fruit baskets in the office kitchens	Y	Y	Y

Pre-employment checks:

Due to the nature of the work we do, before starting with YoungMinds, the following checks are carried out:

Reference check: All job offers are conditional on the receipt of satisfactory references.

Always ask your referees permission before giving their contact details for your application.

Your referees should be your current or previous line manager, academic tutor or a volunteer manager if applicable. Do not give details of family, friends or colleagues.

We reserve the right to request to approach any previous employer if deemed necessary.

Referees will only be contacted after a conditional offer has been made. We will confirm this with you before we approach your referees. If there is a problem with this then please contact us.

Identity and Eligibility to work in the United Kingdom check:

We are obliged to confirm your identity and obtain proof of your right to work in the UK. We are currently unable to support visa applications.

DBS check: We ask our employees to complete an Disclosure and Barring Service (Criminal Records Bureau) Check. The level required will depend on the role you are applying for and will be confirmed to you as part of the recruitment process.

We are committed to the fair treatment of all employees, potential employees and volunteers regardless of their offending background.

While we accept that applying for a role with a DBS requirement can be a deterrent for some communities, we actively promote equality of opportunity for all and welcome applications from a wide range of candidates, including those with a criminal record.

For further information about how we manage the recruitment of people with a criminal record, please refer to our Recruitment of people with a criminal record policy.

Completing a YoungMinds employee application

If you have any questions about completing the application form / the application process, please contact the People team at recruitment@youngminds.org.uk.

We strongly recommend you look through the YoungMinds website before starting the application form.

Introductory Statement

In the person specification on the job description below, you will see sections titled Experience, Qualifications, Training, Skills, and Abilities + Knowledge/Understanding. You will see that some of these have a tick that show they are the bits of information we are looking for to shortlist from. These criteria are also highlighted in the campaign, in the section that begins “candidates will be shortlisted on the basis of...”

The easiest and most effective way to approach your introductory is to take each of those shortlisting criteria and use them as headers for sections of your statement.

Under each, you can tell us how you meet that requirement, using examples where you can.

At the end, maybe tell us why the role and YoungMinds interest you. Thanks so much for taking the time.

Employment History

Please start with your current or most recent employer and give a brief description of your main responsibilities of that role. These descriptions do not have to be very long as you will have an opportunity to expand on certain aspects in the introductory statement section.

Please list all previous positions of employment and ensure you account for any gaps in your employment history.

Qualifications

Ensure to include all relevant qualifications and level achieved.

Skills

Please provide details as requested.

Certifications, licenses and training

Please give details of any training courses you have completed. Please also state whether you are a member of any professional bodies, indicating your level of membership and qualification.

Completing the application form

JOB DESCRIPTION

Job title: Policy and Public Affairs Officer	Salary: £32,651 - £36,279 per annum
Hours: 35 hours per week - 6 months FTC	Based at: YoungMinds Central Office, London Bridge
Reports to: Policy and Public Affairs Manager	Number of direct reports: None

Job purpose:

A core part of YoungMinds' work is to ensure that young people have the power to influence government policy.

Your role will involve supporting YoungMinds' public affairs work by promoting the charity's policy priorities to parliamentarians, officials and other decision-makers.

This will involve writing briefings and developing relationships through meetings and ongoing engagement. You will also work with the youth engagement team to facilitate young people's involvement in parliamentary meetings and other forums.

Your role will also involve developing policy positions in response to the issues affecting young people's mental health, based on external evidence as well as YoungMinds' own research and consultation with young people.

You will provide briefings to internal colleagues, including the senior leadership team, to ensure they are kept up-to-date on key policy issues and trends.

You will also work closely with media and campaign colleagues, to ensure that our messaging on policy issues is clear, accurate, and effective.

This role requires occasional evening and weekend working for which notice and time off in lieu (TOIL) will be provided.

Key Relationships

As the Policy and Public Affairs Officer, you will liaise closely with teams and spokespeople across the organisation, including with the media & campaigns and data & insights teams, our Parents Helpline, and Youth Participation.

Key responsibilities and duties:

- Proactively horizon scanning to identify opportunities to promote YoungMinds policies and campaigns in Parliament and opportunities to bring young people's voices to parliament directly.
- Contribute to the team's ability to monitor parliamentary engagement and reach by recording and maintaining YoungMinds' engagements with parliamentarians and officials.
- Coordinate correspondence, briefings and meetings between YoungMinds and parliamentarians and their staff to inform parliamentary questions and debates. Work with the youth engagement team to design and implement safe and effective ways to bring young people's voices directly to Parliament through meetings, events and other mechanisms.
- Provide administrative and logistical support for parliamentary events and political party conference activities.
- Represent YoungMinds in meetings with parliamentarians and officials, and at relevant parliamentary and sector events.
- Research and develop policy recommendations on issues that are impacting young people and their mental health, to inform YoungMinds' policy, influencing, media and campaigns work.
- Carry out research and supporting research projects, to develop YoungMinds' policy and influencing strategy.

Our approach to work at YoungMinds:

- Work in accordance with the organisation's Vision, Mission and Values and all policies and procedures
- Champion the voice of young people and value of their lived experience to deliver change, actively seeking to increase their involvement in the organisation's and your team's work

- Support a culture of care for staff, volunteers and the young people we work with, including appropriate responsibility Safeguarding and following the organisation’s policy and procedures at all times
- Champion and support the organisation’s commitment to anti-racism, justice, equity, diversity and inclusion
- Contribute to the culture of YoungMinds by joining in our events and activities including supporting our fundraising.
- Understand and actively seek to evolve the organisation’s and your team’s use of technology to improve our effectiveness and meet the needs of young people
- Ensure a privacy-led approach to data, ensuring individual and team requirements for responsible management of data
- Any other reasonable duties as specified by your line manager or members of the executive team to support the work of the charity, compatible with the nature and grade of this post.

PERSON SPECIFICATION

CRITERIA	To be assessed at application	To be assessed at Interview
Experience		
Experience of engaging decision makers in Parliament and/or Whitehall or other levels of government	√	√
Experience of preparing parliamentary briefings and maintaining oversight of parliamentary business to spot opportunities to further our campaigns	√	√
Experience developing and delivering short reports to clearly communicate complex policy information and calls	√	√
Skills and Abilities		

Ability to build relationships with internal and external stakeholders to achieve positive change		√
Ability to communicate clearly and effectively when writing reports, briefings, letters and consultation responses	√	
Ability to use face-to-face meetings with stakeholders to convey complex information clearly, accurately, and in an accessible way	√	√
Ability to work safely with young people and interest in championing their voices		√
Ability to use project management skills to deliver public affairs activities, and to manage own workload		√
Knowledge/ Understanding		
An understanding of the main issues affecting children and young people's mental health		√
Understanding and awareness of AJEDI (Anti racism, Justice, Equality, Diversity and Inclusion)	√	
An awareness of policy development parliamentary processes and the policy development mechanisms that can be used to create positive change	√	√