

Youth Social Action Manager

**Joining
GLOW
YOU**



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

YOUNGMINDS

JOB DESCRIPTION

Job title: Youth Social Action Manager	Salary: £43,713 – £48,570 per annum
Hours: Full-Time 35 hours per week (regular evenings and occasional weekend work required)	Based at: YoungMinds Office (minimum 1 day per week)
Reports to: Head of Youth Participation & Safeguarding	Number of direct reports: 3 – 1 x Senior Youth Engagement Officer, 1x Youth Participation Officer, 1 x Senior Youth Participation Officer
Budget responsibility: yes	Contract type: Permanent

Key relationships:

Your role will involve direct work with young people across our programmes. You will work closely with the Head of Youth Participation and Safeguarding, Strategic Participation Manager and the Senior Safeguarding Manager. You will also work cross-organisationally with colleagues across the youth participation and safeguarding teams, communications teams and income generation teams to ensure young people's voices and experiences inform organisational priorities and external influencing work.

You will also develop and maintain relationships with external partners, youth-led organisations, community groups and sector networks to strengthen opportunities for participation and social action.

The Youth Social Action Manager leads YoungMinds' youth social action and participation programmes, ensuring that young people's lived experience shapes organisational strategy, campaigns, policy, services and public engagement. The role is responsible for developing meaningful, safe and inclusive opportunities for young people to create change, while embedding high-quality participation practice across YoungMinds.

The Youth Social Action Manager role will lead YoungMinds' programmes of youth engagement and social action through four key areas of work:

1. YoungMinds Activist Programme: Lead the operational development, delivery and growth of YoungMinds' youth social action programme, ensuring meaningful opportunities for young people to influence campaigns, policy, services and organisational decision-making. Strengthen the diversity of lived experience represented within the programme and embed co-production, youth leadership and insight generation across YoungMinds' work.

2. Expansion of Youth Engagement Opportunities: Design and develop innovative and inclusive participation opportunities that enable young people to engage through creativity, digital engagement, campaigning, policy influencing and lived experience leadership. Increase accessibility and broaden routes for participation to ensure a wider range of young people can contribute to creating change.

3. Participation Partnership Model: Lead the implementation and continuous development of YoungMinds' Participation Partnership Model, embedding high-quality, meaningful and consistent youth participation practice across the organisation through cross-organisational projects. Drive organisational change by supporting teams to adopt co-production approaches, share power with young people and demonstrate the impact of participation on strategic decision-making and programme delivery.

4. Organisational Participation and Lived Experience Leadership: Act as a centre of expertise on youth participation, social action and lived experience involvement across YoungMinds. Support colleagues to embed youth voice in the design, delivery, evaluation and governance of their work, ensuring young people's experiences meaningfully shape organisational priorities and decision-making.

Key responsibilities and duties:

- Line manage, support and champion the work of the Youth Participation team, co-creating an environment that enables the team to deliver programme activities, prioritising their ongoing development and wellbeing.
- Share knowledge about the work we do, representing YoungMinds and the Youth Participation and Safeguarding team at peer and sector networks.
- Regular reporting of programme data and evaluation, including accessible options for young people taking part in our programmes and community partners, as part of our team's accountability and transparency.
- Act as an internal expert for the engagement and participation of young people, providing colleagues with guidance and support on how to effectively and meaningfully involve young people in the design, delivery and evaluation of their work.
- Manage designated project budgets, reporting and processing in compliance with YoungMinds financial policies and procedures.
- Act as Lead Safeguarding Officer for organisational events involving young people.
- Lead the operational delivery, development and growth of the YoungMinds Activist Programme, ensuring meaningful opportunities for young people to contribute to campaigns, policy, services and organisational decision-making.
- Lead the ongoing evaluation and development of the Activist learning and development programme, supporting young people to build the knowledge, skills and confidence to participate in campaigns, projects, working groups and other social action opportunities.
- Lead recruitment, engagement and retention activity for the Activist Programme, ensuring a diverse range of lived experiences is represented within YoungMinds' participation and social action work.
- Develop and deliver new youth engagement and programme opportunities that broaden participation through creativity, digital engagement, campaigning, policy participation and lived experience leadership.
- Lead the implementation and ongoing development of the Participation Partnership Model through cross-organisational projects, supporting colleagues to embed meaningful participation, co-production and youth voice across YoungMinds' work particularly in cross –organisational projects.
- Work in collaboration with the Senior Safeguarding Manager and Head of Youth Participation and Safeguarding to design, implement and embed safeguarding and safe working processes in all work and interactions with young volunteers and advisors, including acting as a Lead Safeguarding Officer for the team.
- You may be required to work occasional weekends and regular evenings where there are events with young people.

General: *like all YoungMinds employees, you will also be expected to:*

- Work in accordance with the organisation's vision, mission and values and all policies and procedures.
- Champion the voice of young people and the 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 taking responsibility for safeguarding and contributing to a safe and protective environment.
- Form effective working relationships with staff members, volunteers, child mental health agencies and relevant external organisations.
- Contribute to the culture of YoungMinds by joining in our events and activities and 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.
- Prepare for and attend supervision and appraisal meetings with your line manager.
- Embed anti-oppressive, anti-racist, justice, equity, diversity and inclusion (AJEDI) principles in your day-to-day work and decision-making.
- Work in cross-functional project teams as required by the strategic goals of the organisation, compatible with the nature and grade of this post.
- Maintain compliance with mandatory safeguarding training and contribute to the organisation's safeguarding culture by following safer working practices and reporting concerns appropriately.
- Support and embed a culture of care for employees, volunteers and the young people we work with, demonstrating appropriate responsibility for Safeguarding of individuals and the work of YoungMinds.
- Offer safeguarding support to the organisation: attend Rep meetings and training, sign-off risk assessments, provide on-call cover for events and activities including regular evening, weekend and overnight sessions.
- Support safer recruitment practices where appropriate, including participating in recruitment and selection activity in line with YoungMinds' Safer Recruitment Policy and commitment to safeguarding and AJEDI.
- Other duties that may from time to time be necessary, compatible with the nature and grade of this post.

PERSON SPECIFICATION

Job title: Youth Social Action Manager

Experience	To be assessed via application	To be assessed at interview
Experience of designing and delivering social action programmes that build voice, skills and opportunities for young people for young people to take part in social action and activism	X	X
Experience of implementing safeguarding practices in work with young people, including managing safeguarding concerns, supporting safer working practices and promoting a culture of safeguarding within a team or organisation	X	X
Experience of managing or supervising people	X	
Experience of working with young people who have a diverse range of needs and experiences, including Black and minoritised young people, disabled young people and young people with mental health problems	X	
Experience of facilitating sessions, workshops or activities with young people with lived experience of mental ill health	X	
Experience of implementing an action plan and embedding best practice cross-organisationally.		X
Experience and confidence in assessing and mitigating safeguarding risks, providing advice and guidance to colleagues and making decisions and external referrals in response to safeguarding concerns and incidents.		X

Skills and Abilities		
You have a range of personal tools and practices which help you to respond to challenges and setbacks in a way that supports your own and others' wellbeing		X
Ability to identify, assess and respond appropriately to safeguarding concerns involving children and young people, applying safeguarding policies, procedures and professional judgement to support safe decision-making.		X
Ability to work and communicate effectively with a range of stakeholders, including building relationships with community partners.		X
Knowledge/ Understanding	To be assessed via application	To be assessed at interview
Understanding of what anti-oppressive practice is and what role you play in supporting marginalised, minoritised and racialized people in the work you do, including challenging the systems that impact them the hardest	X	X
Understanding of the social and cultural factors that may impact an individual's mental health and their experience of health services		X
Understanding of reflective practice and can demonstrate how you have learnt from others with diverse lived experiences and adapted your working practice as a consequence		X
You understand and care about building safe and inclusive spaces, and are committed to an accountable working culture		X