

**Youth Programmes Officer**

**YOUNG MINDS**



# 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](mailto: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

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## JOB DESCRIPTION

<b>Job title:</b> Youth Programmes Officer	<b>Salary:</b> £32,651 - £36,279
<b>Hours:</b> Full time (35 hours per week regular evenings and occasional weekends)	<b>Based at:</b> YoungMinds Central Office, London Bridge (minimum 1 day per week)
<b>Reports to:</b> Youth Social Action Manager	<b>Number of Direct reports:</b> None
<b>Budget responsibility:</b> No	<b>Contract type:</b> Permanent

### Key relationships:

Your role will be located within the Youth Social Action team and will primarily involve direct work with young people (aged 14-25) on our activist programme, and you will frequently work with young people (aged 14-25) across our youth programmes. You will report to the Youth Social Action Manager and work closely with colleagues across the youth participation and safeguarding teams to deliver and support young people's safe and meaningful engagement in youth programmes. You will also work cross organisationally with colleagues from communications teams, income generation and external affairs to create youth engagement opportunities and support the delivery of these. As well as working directly with staff across the organisation to co-produce web and social media content, policy responses, training resources and high-profile campaigns.

### Job purpose:

As the Youth Programmes Officer, you will lead the coordination, support and delivery of weekly activities that put young people's voices and experience at the front and centre of everything we do.

You will do this by supporting colleagues across the organisation to work collaboratively with young people (aged 14-25) on the YoungMinds Youth Programmes. This will look like:

- Facilitating and supporting sessions for young people
- Supporting the monitoring and evaluation of the Youth Programmes
- Co-designing resources with young people for young people, parents and carers and community professionals
- Co-producing campaigns with us

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- Co-creating social media content
- Working with our policy team to ensure the lived experience of youth people informs our policy positions
- Working with the safeguarding team to ensure that all work undertaken with young people is safe and inclusive

You will act as a bridge between staff and young people using your understanding of youth work, participation and safeguarding to ensure that there are regular opportunities that feel safe, inclusive, accessible and provide a way for young people to get involved. This will include the use of online and digital platforms as well as face to face work.

You will be an enthusiastic champion for young people and have a strong voice in the things that impact their mental health and services they receive.

## **Key responsibilities and duties:**

- Support the delivery of the Young Minds Youth Programmes (both online & face-to-face).
- Support and co-create session plans for core youth activities e.g. youth wellbeing spaces
- Provide supportive facilitation across all our youth programmes
- To be a champion of best participation practice by supporting colleagues across the organisation to design and developing sessions for young people in safe, creative and inclusive ways.
- Advertise opportunities and workshops to young people on our youth programmes.
- Coordinate in-session support for young people on workshops and sessions (working with the Senior Youth Officers and zero hours support workers).
- Coordinate and support the young people who take part in additional opportunities outside the core curriculum of the Activist Programme.
- Act as one of the key safeguarding contacts for young people who take part in sessions, workshops and working groups.
- Deliver regular support calls with young people who are participants in our Youth Programmes.
- Participate in regular safeguarding and wellbeing case review meetings as well as training and debriefs.
- Facilitate and co-facilitate workshops and sessions with colleagues and/or external partners (often held on evenings and occasional weekends).
- Share learning from young person sessions and workshops using a mixture of summary reports, session resources and feedback at meetings.
- Contribute to regular communications for young people e.g. newsletters
- Attend supervision/reflective practice with a registered psychologist, counsellor or psychotherapist

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## Key approaches to working:

- Maintain and observe an appropriate level of confidentiality at all times
- Form effective working relationships with all staff members, volunteers, child mental health agencies and relevant external organisations
- 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.
- Work in accordance with the organisation's Vision, Mission and Values and **all** policies and procedures
- Hold and champion YoungMinds' AJEDI values in your role and beyond

## PERSON SPECIFICATION

Job title: Youth Engagement Officer

Experience	To be assessed via application	To be assessed at interview
Has experience of working or volunteering with young people ideally in an informal setting (i.e. not in a school or tutoring environment) such as youth work, after school clubs, mentoring, volunteer projects, CAMHS engagement, youth engagement and empowerment programmes, youth arts programmes.	Yes	Yes
Experience and confidence in identifying, assessing and responding to safeguarding and wellbeing concerns of young people	Yes	Yes
Has experience of delivering workshops or sessions with young people to share their experiences, feedback and ideas (ideally using a mix of creative and discussion-based activities).	Yes	Yes
Has experience of having honest conversations with young people about their lived experiences.		Yes
Qualifications, Training, Skills and Abilities		
Ability to create warm, safe and inclusive spaces for young people to share their experiences		Yes

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Ability to listen without judgement to the life experiences of young people who have struggled with their mental health		Yes
<b>Knowledge/ Understanding</b>		
Know how to create inclusive and accessible activities		Yes
Understand the safeguarding children and vulnerable adults and best practice for safe working	Yes	Yes
<b>Other requirements</b>		
A drive for embedding anti-oppressive and anti-racist practices in your day-to-day work	Yes	Yes
Willingness to work some evenings and weekends when young people are more likely to be able to take part in activities		Yes