

Job Description and Person Specification

Job title: Challenge and Change Officer
Reports to: Community Engagement Manager
Location: Hybrid, minimum 2 days per week in our office in London
Hours: Full-time, 37.5 hours per week. Occasional work outside of office hours, with time off in lieu
Contract: Fixed-term contract to March 31, 2027
Salary: £27,000 – £28,500
Benefits: 25 days annual leave plus bank holidays, 5% employer pension contribution, employee assistance programme, flexible working and more. [Here](#) you can find more about our commitments and benefits.

Application deadline: Monday, 20th October at 8am
Interview dates: Week commencing on the 27th October, 2025

Blagrave is a disability friendly employer. Please contact Valeria at hr@blagravetrust.org if you have any questions or would like to receive this document in a different format.

This role is subject to an Enhanced DBS check and 2 references. Candidates must be eligible to work in the UK.

What we do

The Blagrave Trust is a charity funding and collaborating with partners to bring lasting change to the lives of young people. We invest in them as powerful forces for change and act upon their right to be heard in pursuit of a fair and just society. You can read our full 2022 – 2026 strategy [here](#).

We are committed to centering the voices of those we seek to serve. Our board and staff team have relevant lived and learnt experiences to help us fulfil our mission. We listen to the communities we seek to serve both directly and broadly to have as accurate of an understanding as possible about the issues that they are facing.

About Challenge and Change

We've been moving with intention while grounded in reality – co-designing with The Centre for Knowledge Equity and five brilliant advisers to reimagine Challenge and Change for 2025. This version is rooted in solidarity, and built with a deep commitment to care, repair, and collective renewal.

This isn't just a fund. It's an act of real talk, equity, and trust—investing in young people who are already doing the work and exploring the alternatives. [Here](#) you can find more information about Challenge and Change. And you can also follow us on our [Instagram](#) page.

“Having that financial compensation is amazing because it's like the first time I've properly been paid for my campaigning work in my life and I've been doing this for about ten years at this point.” Former Challenge and Change partner

Get to know more about our Challenge and Change partners [here!](#)

About the role

The Challenge and Change Officer will co-ordinate and support the delivery of the Challenge and Change programme. You will build relationships with the young people we fund through Challenge and Change (grant partners), supporting their development. You will also gather and share learning. You will be a member of the Grants team and may be involved in occasionally supporting other programmes. You will also be a member of the safeguarding team.

Job description

You will coordinate the Challenge and Change programme, with oversight and support from the Community Engagement Manager. This will involve the following:

Relationship building & supporting the Challenge and Change grant partners:

- Build and maintain relationships with the young people funded by Challenge and Change (grant partners), including in person visits across England.
- Maintain strong relationships with other stakeholders in the programme, such as the storyteller.
- Support grant partners to grow their networks and knowledge, to enable them to continue their work beyond our funding.

Programme delivery & administration:

- Maintain accurate records on Salesforce, including grant agreements and reports.
- Support payment processing and ensure timely tracking of grants.
- Contribute to the development, delivery and monitoring of support offered to partners.
- Support with design and delivery of a celebration event for the cohort.

- With support of line manager, keep wider team informed about Challenge and Change, including providing updates and contributing to Board meetings.

Learning:

- Monitor partner progress and gather insights to inform our work around what success in this area looks like for partners and for Blagrove.
- Develop strong working relationships with peers at organisations that deliver youth-led change programmes, gathering and sharing learning.
- Support the Community Engagement Manager to share learning from the programme with the wider funding sector and change ecosystem, advocating for youth-led change.
- Play a key role in sharing learning internally and support the development of the team's understanding around the needs of young people.
- Participate in sector and youth-led change networks and events to contribute to Blagrove's evolving practices and understanding of youth-led change.

Safeguarding:

- Actively contribute to Blagrove's safeguarding culture as a member of the safeguarding team.
- Attend regular safeguarding training and support excellent safeguarding practice across programmes.

General:

- Play an active part in the grants team by:
 - contributing to team learning and best practice particularly around funding for young people directly.
 - participating in grants practice meetings, reviewing systems and processes to improve practice.
- Provide support across Blagrove where additional capacity is needed, particularly around youth led change events.
- Represent the Blagrove Trust externally at meetings with partners, contractors and peers as required.
- Engage in anti-oppressive and anti-racist practices through training and reflection.
- Participate in ongoing learning and development.

Person specification

We are looking for a dynamic and self-motivated individual with a passion for driving social change. The ideal candidate will bring direct experience in campaigning or community organising, alongside proven skills in building and managing relationships across diverse stakeholders. With excellent organisational and analytical abilities, they will be adept at summarising data to generate insights and progress updates. Strong communication skills, the ability to work both independently and collaboratively, and a talent for synthesising complex information are essential to thrive in this fast-paced role.

We are open to candidates from all backgrounds, but we will prioritise those who will help us to continue to diversify the voices heard in philanthropic work and in particular centring young people in all we do. We are committed to creating an equitable environment where all can thrive. We will ensure that the recruitment process and decision making ensures representation of both age and other forms of diversity.

	Cover letter & CV	Interview
Essential skills, knowledge and experience		
Youth work experience or experience working with and building relationships with young people	✓	✓
Direct experience of campaigning/community organising or knowledge of how change happens, and/or supporting social change initiatives.	✓	✓
Experience of working with and holding relationships with a range of internal and external partners.	✓	
Proven organisational and administrative skills.		✓
Proven track record in analysing and summarising data, able to gather insights and produce progress updates	✓	✓
Strong communication and inter-personal skills, able to communicate with people from different backgrounds	✓	✓
Self-motivated, able to work in a fast-paced environment efficiently and independently, but also within a team.	✓	
Able to synthesize and communicate complex information.		✓
Strong IT and administrative skills, including MS Office		✓

Experience and understanding of grant-making either as a grant-holder (with experience of liaising with funders and working through their process) or having worked for a funder.	✓	
Excellent attention to detail with the ability to work accurately and independently to strict deadlines	✓	✓

Able to manage and prioritise own workload	✓	✓
Self-motivated and dependent, able to work to a good standard under time pressure	✓	
Desirable skills, knowledge and experience:		
Experience facilitating or convening people around issues	✓	
Understanding or experience in monitoring budget	✓	
Experience using CRM software e.g. Salesforce.	✓	
Experience of public speaking	✓	
Understanding of children and adult safeguarding.	✓	✓
Essential values:	✓	
Strong belief in Blaggrave's core mission and values, including a commitment towards equal opportunities.	✓	✓
Great team player, flexible, with the ability to support and engage in team and cross disciplinary working.	✓	
Empathy and respect for the lived experiences of those young people we serve.	✓	

Candidates must be eligible to work in the UK. This role is subject to a Enhanced DBS check and 2 references.

To apply, send your CV and cover letter of maximum 2 pages to hr@blagravetrust.org by Monday, 20th of October 2025, at 8am. Please use subject title: C&C Officer.

In your cover letter, please consider the following questions:

1. Why are you interested in this role?
2. What is your previous experience in leading or supporting social change?

3. What key characteristics would you bring to this role, and why do you think they are important?

Use of AI: We don't recommend using AI tools to write your application. We really want to hear from you—your thoughts, your experiences, and what motivates you. It's usually clear when a document has been generated by AI, and it can make your application feel less personal and genuine.