Youth led Change Project Lead – maternity cover
Part time role

Job Description and Person Specification

Location: Central London (subject to end of lockdown) and some working from home – flexible

Hours: 2.5 day week

Office hours, with occasional flexibility re: evening events run by charity partners

Salary: £30,000 pro rata

Duration: 7 months minimum maternity cover (potential option of extension thereafter)

Timeline: Application to Blagrave by Friday 19th June
Shortlisted applicants 26th June
Interviews 2nd July

Start date: Week commencing 13th or 20th July tbc

Introduction
The Blagrave Trust Policy Manager is going on maternity leave by end of July.

Her role has comprised a number of areas of work over the past 18 months including:

- The development of the ‘youth-led change’ strand of our work. This is an area that we have been learning about, reflecting on and growing and is about supporting young people directly so that they can actively pursue their social change aspirations; funding young leaders of organisations or movements they have established; and funding key partner organisations that are enabling and supporting young people to create change themselves

- Grant-making to (primarily adult led) organisations that are undertaking crucial policy work in the youth space, across a range of social justice issues
• Working with other funders in the youth policy space, whether it be the Youth Employment Group, or the Climate Funders Network or a youth transitions forum that we co-chair.
• Supporting any other aspects of our policy work, on issues like climate but also housing and homelessness, providing analysis and input to the team and Board.
• Supporting wider strategic development of Blagrave, monitoring of the policy budget and providing other support to the team as required

We are seeking a Youth Led Change Project Lead specifically to manage the two main initiatives that have emerged from the ‘youth led change’ strand of her work.

Following the commissioning of some research on youth led change [https://www.blagravetrust.org/wp-content/uploads/2019/12/youth-led-change-landscape-and-possibilities.pdf](https://www.blagravetrust.org/wp-content/uploads/2019/12/youth-led-change-landscape-and-possibilities.pdf) we have recently made the decision to provide a pilot pot of funding to invest directly in young campaigners and activists. This is a departure from normal grant-making in that we will be liaising directly with young people through this work, rather than through partner organisations, and as such it is an exciting opportunity to both support young people and to deepen our own learning. We will be supported in this work by 4-6 young advisors, who will help with funding decisions, monitoring and learning.

We are also involved in another exciting pilot with the Paul Hamlyn Foundation – the Opportunity Fund [https://www.blagravetrust.org/learning/what-we-fund/opportunity-fund/](https://www.blagravetrust.org/learning/what-we-fund/opportunity-fund/). This is providing a stable income for 30 young changemakers over a 3 year period to pursue their campaigning or entrepreneurial ambitions.

It is these two key initiatives that we are specifically seeking someone to support. A huge amount of work has already gone into the design and development of the initiatives and this is a really exciting opportunity to play a key role in their on-going management; holding the relevant relationships and learning about a funder who works differently and iteratively in a small but super committed team, with an exceptional Board behind them. If you are passionate about young people’s contribution to society and their ability to lead positive social change, looking for a challenge and a stretch and have enough work experience to demonstrate you can deliver, then this role is for you!

**About Blagrave**

We are an independent trust dedicated to enabling young people to transition to adulthood successfully. We promote and empower young people as powerful forces for change, and support work that ensures their voices are heard in matters that affect them. We do this primarily by

• Grant-making to outstanding youth organisations working directly with 14-25s
• Funding initiatives that give young people a stake in society, support their own social change efforts and influence policy
• Working with the wider funding community to share learning and create a more equitable funding sector
We have four trustees under the age of 25, and a Board that reflects real diversity of age, class, lived experience and ethnicity.

Our ways of working embody our values; we:

- Collaborate and partner with others in all areas of our work;
- Critically assess what we do, adapting and innovating in response to what we learn;
- Encourage, listen, consult and communicate frankly with those we fund;
- Use all of our resources and knowledge in pursuit of our mission.

Our small team of five (the Director, Regional Partnerships Manager, Policy Manager, Listening Fund Project Manager and Team Assistant) all work flexibly in a range of part time and full-time roles. We are used to the dynamics of part time and full time roles. It is an increasingly busy team with big ambitions, so each team member is expected to support and engage with each other’s work, stepping in and helping out where necessary, either with advice on strategy or practical support. Everyone is responsible for ensuring that basic process is followed and our work is documented and governed to a high standard.

Blagrave is committed to diversity in its recruitment processes and places a strong value on direct lived experience of the issues we and our charity partners support young people to navigate.

We actively welcome applications from younger people for this role, provided that they have a minimum of 3-4 years’ work experience and would be able to get going with this role quickly and confidently (with adequate support provided) given its short duration.

**The Job Description - Key Tasks**

- **To manage the Youth Led Change pilot funding programme.** We are currently finalising plans for the fund to launch in early June and so by the time this role is recruited, the process of awarding funding is likely to have commenced. The YLC PM will need to play a strong coordinating and project management role, keeping all the different stakeholders including Blagrave Director informed of progress and key milestones.

  Depending on how much progress has been made with the funding programme by the start date, the programme manager will be responsible for a combination of the following:

  - Finalise decision making on the young people we will fund alongside the Young Advisors recruited to this programme
  - Once young people to be funded are selected, finalise all associated grant agreements and paperwork ensuring that this is clearly saved and accessible for our audit trail; support the administrative process of making payments
o If required, liaise with our charity lawyers on any final aspects of support for this work required, closely supported by the Blagrave Director.

o Liaise with the Knowledge Equity Centre and the Young Advisors – our partner in this work – on aspects of support and mentoring for the young people selected

o Work through some monitoring criteria and a sense of what success will look like re: this programme once final decisions have been made with the Young Advisors

o Respond to any other adhoc issues on this programme; being a central point of coordination, monitoring and communication

o Play a role in communicating the work of this programme – via blogs, tweets etc for Blagrave and in conjunction with the Knowledge Equity Centre

- **To manage and monitor the Opportunity Fund**
  o This fund is delivered by two partner organisations (Peer Power, and Launch It) who work directly with the young people on the programme with the support of a consultant advisor and the input of Paul Hamlyn Foundation – it is v much a partnership. This role would be required to:
  o Monitor the programme, responding to any queries from partners and communicating these clearly to Blagrave Director and the Paul Hamlyn Foundation where needed
  o Subject to lockdown play a role in the convening of the young people, and support the current cohort with the recruitment of the second cohort of young people to the programme
  o Liaise with the consultant advisor to the programme re. learning around the programme and any ongoing support – or adjustments to the programme – required (especially as the implications of COVID continue to emerge)
  o Manage Salesforce records, ensure payments are made as required and that all grant administration and communications are kept up to date and clearly documented

- **Work with the Blagrave Director and the whole Blagrave team.** In particular keeping the BD informed re: all above regularly and working with the small but close Blagrave team on other aligned areas of work e.g. The Listening Fund, the regional grants programme and the Team Assistant; participating in regular team meetings and other organisational issues etc. The role may be required to join a Board meeting and provide a direct update to our trustees.

**About you - what we are looking for**

**Overarching:**

2. Commitment to and direct experience of campaigning, knowledge of how change happens, and/or supporting social change initiatives. For example, we would want the successful candidate to be able to demonstrate a strong understanding of the ways that a young person today may engage in social change and activism, the challenges they face and the kinds of support they need to advance their ideas.

3. Ability to work empathetically with young people (aged 18-25) themselves, supporting a cohort of young people and partner organisations in our youth led change work.

4. Some direct 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.

**Specific skills needed**

5. Experience of working with and managing relationships with a range of external partners.

6. Self-motivated individual, able to work quickly and independently but also within a team, with good communication skills.

7. Proven organisational and administrative skills - experience in using CRM e.g. Salesforce would be desirable.

8. A proven track record in being able to analyse and summarise information and produce progress updates, working with excel spreadsheets where necessary.

9. Strong communication and inter-personal skills – the Blagrave trust works in partnership with many individuals including young people. This requires the post-holder to hold relationships professionally and politely, to listen as well as to communicate ideas, and above all to work as a team.

10. Ability to work independently sometimes at speed, as well as in a team as above.

**Terms and Conditions**

This role is offered at £30,000 p.a. pro rata for 2.5 days a week.
A Blagrave laptop if the individual selected doesn’t have one of their own they can use. Full IT support to set this up with our systems etc.
Equivalent holiday entitlement based on annual leave of 25 days p.a.
Travel expenses to visit any partners or attend external meetings covered.