



Youth led Change Programme Lead

Job Description and Person Specification

Location:	Central London office and working from home as appropriate
Hours:	Full time role Office hours, with willingness to be flexible for occasional early evening events with young people after work or Board meetings
Salary:	£28,000 - £35,000 tbc, depending on experience
Duration:	Permanent
Timeline:	Application to Blaggrave by early February 2021 Interviews in mid-February for immediate appointment

Introduction

In January 2018 the Blaggrave Trust trustees discussed whether as a funder we wanted to evolve our work to become more 'youth-led' as opposed to 'youth-focused', and it was agreed that we did. This was a strategic conversation that built on work we were already doing that recognizes that young people can themselves be powerful forces for change, and that ensures that they are given a voice in matters that affect them. Since 2018 we have made substantial progress, and piloted a number of pieces of work that have moved us forward. For example:

- In our core grant-making we are funding work driven by young people themselves - as part of movements or CIC's they themselves have established e.g. Teach the Future
- We helped to initiate and seed fund the Young Trustees Movement – to double the number of young people serving on Boards and diversify governance in the sector <https://youngtrusteesmovement.org>
- We are funding Unloc to ensure that FE colleges across the country include young people in their governance as they are obliged to do and that the young people are set up to succeed in their role representing the student body <https://unloc.org.uk/further-education/>

- We commissioned some research on youth led change
<https://www.blagravetrust.org/wp-content/uploads/2019/12/youth-led-change-landscape-and-possibilities.pdf>
- We are funding some organisations who are themselves re-granting directly to young people to pursue their social change journeys, e.g. Campaign Bootcamp and Peace First
- We launched Challenge and Change – an innovative fund for young people activating their lived experience to create systems change
<https://www.blagravetrust.org/learning/what-we-fund/challenge-and-change/> We are currently funding 30 young people as a result. The fund was designed by and decisions made by paid Young Advisors.
- We launched the Opportunity Fund – <https://www.blagravetrust.org/learning/what-we-fund/opportunity-fund/>. This partnership with Paul Hamlyn is providing a stable income for 30 young changemakers from disadvantaged backgrounds over a 3 year period to pursue their campaigning or entrepreneurial ambitions

This gives you a flavour of the range and type of work we are currently invested in. This has been led variously by our Policy Manager, a Youth Led Change - Project Lead during her maternity cover, the Director and with strong involvement from all other members of the Blgrave team. However, as this work evolves and deepens, we now need to resource it adequately, giving it the time and attention, it deserves as a core part of what we do.

This is a really exciting opportunity to play a key role in some amazing initiatives, working alongside young people 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, have a track record in this area yourself or with working with young people who do, and are looking for a challenge and a stretch, then this role is for you!

About Blgrave

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 diversity of age, class, lived experience and ethnicity. We welcome candidates for this role regardless of age, race, ethnicity, sex, religion, disability, socioeconomic status, or any protected

characteristic. We actively value diversity and believe the team should reflect the diversity of modern Britain in all of its forms.

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. 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.

Blgrave 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.

Between 2021 and 2026 we know our grant-spend will be increasing significantly and we will also be investing in our own capacity to deliver, document and share learning for the benefit of the sector. We are also in initial stage discussions on recruiting more young people directly to our team – both as an employment opportunity for young people within our work which feels so important on the back of C19, but also so we can benefit from their lived experience and insights into our work. This role will be a first step in embedding that youth leadership beyond our own Board. It is an incredibly exciting time to be joining the Trust!

The Job Description

Overall Purpose: To lead on Blgrave's work around youth led change, proactively advancing our learning and helping to shape strategy, supporting programmes of work, managing relevant grants.

Key Tasks:

1. To closely **monitor and be embedded in the youth change space**, monitoring new developments and initiatives, listening to young people and keeping abreast of new campaigns they are creating
2. To **manage existing, new or expanded initiatives** that come under the umbrella of 'Youth Led Change'.

As highlighted, two current programmes are the Challenge and Change Fund and the Opportunity Fund. This will involve the following:

- Project manage these funds, ensuring that the Trust is carefully monitoring their progress and maintaining strong relationships with all the relevant stakeholders: young people, fellow funders, partners and staff.
 - Ensure all associated grant agreements and paperwork are up to date, clearly saved and accessible for our audit trail; support the administrative process of making payments and keeping our narrative and financial records up to date on salesforce
 - If required, liaise with our charity lawyers on any legal or risk mitigation elements of this work, closely supported by the Blgrave Director.
 - Closely liaise with key external partners who are providing direct support to the young people and/or providing inputs on learning and strategy – ensuring that things are going well from their perspective, listening to their advice and ensuring that any contracts or funding we are providing is undertaken and payments released to time. This involves fellow funders, implementing partners and learning partners.
 - Directly monitor the progress the young people make, developing our work around what success in this area looks like for young people and for Blgrave
 - Where relevant liaise with our Young Advisors who have been driving some aspects of this work themselves, ensuring they are kept informed of progress
 - Respond to any other adhoc issues on this programme; being a central point of coordination, monitoring and communication
 - Play a role in communicating the work of this programme – via blogs, tweets etc for Blgrave and in conjunction with the Knowledge Equity Centre
 - Actively share the learning and reflections with the Blgrave team
 - Design future rounds of funding for youth led change, based on adaptations and learning arising from our pilot programmes. Manage these funds once they are launched, including working alongside Youth Advisors as appropriate/relevant.
3. **Support the work of the Listening Fund** where necessary and the Listening Fund Programme Manager, as we recruit further Young Advisors for this work. Helping to shape this work, providing additional support and ensuring learning is fed across the team
 4. **Work with the whole Blgrave team** participating in regular team meetings and other organisational issues etc. Providing stretch and challenge on our wider work from the perspective of youth led change and campaigning. The role may be required to join a Board meeting and provide a direct update to our trustees.
 5. **Support the development of our strategy** on youth led change and any new or repeat initiatives year on year. For example, the Blgrave Trust may wish to repeat the Challenge and Change fund during 2021 and beyond - this will require careful design and further thinking.
 6. **Take forwards conversation on the infrastructure of youth led change** identifying best opportunities for our investment, including ensuring that young people in our portfolio have access to relevant support now. Conversations have started with

some funders and key actors in the youth activism space to reflect on what support needs young people need to enable them to take forward their social change work. The Challenge and Change cohort have also fed in their priorities to our partner in this work, which has generated some initial rich learning and they will be delivering a programme of support. But we know there are gaps and we are keen to see how we can advance a more coherent offer across the country. This role will be key in taking forward these conversations.

7. **Input into work that is about sharing our learning directly with the funding community** to support learning and collaboration
8. **Any other adhoc tasks across our programmes of work as required.** Our culture is one of team working, adaptation and openness. This means that all staff must be ready and willing to support their team members when necessary and as needs arise.

About you - what we are looking for

We are looking for someone dynamic and passionate about our work. You do not have to be University level educated or a youth worker though you could be either – but you need to be able to demonstrate your interest and direct experience in the social justice space and/or in the role young people can play in long-term change. We do not expect you to have experience of being a grant-maker though having interacted or worked with funders would be a bonus.

Like all Blagrove roles, this one will require versatility in that it will have elements that are about direct relationships with young people, alongside collaboration and project management skills; and office based reflection and learning.

We actively welcome applications from younger candidates for this role. We would expect you to have a minimum of 5 years' work experience and at least 1-2 years of direct experience in the youth or social justice space as above, which could include volunteer roles.

Overarching knowledge and commitments:

1. Strong commitment to our mission and ways of working (See Blagrove Charter <https://www.blagravetrust.org/wp-content/uploads/2018/08/Blagrove-charter-August-2018.pdf> and our Commitment statement to our partners <https://www.blagravetrust.org/wp-content/uploads/2019/03/Commitment-statement.pdf>)
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, 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. Some experience of facilitation or convening people around issues would be an advantage.

Essential skills and experience required

4. Experience of working with and managing relationships with a range of internal and external partners
5. 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
6. Self-motivated individual, able to work efficiently and independently but also within a team
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. Ability to work independently sometimes at speed, as well as in a team as above.
10. Ability to synthesize sometimes complex information, share with others in order to translate into actionable strategy.

Preferable

11. 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 is preferable but not essential

Terms and Conditions

- This role is offered at £28,000 - £35,000 (tbc – we are taking HR advice on our salary bands so this is a ballpark guide, with final start and ceiling levels to be agreed) as a full time role – we are willing to consider a 4 day working week for the right candidate
- Relevant support to blend home and office working e.g. the purchase of a laptop for the former if necessary. The Blagrave team have had a blended approach to home/office working for several years now. This commitment remains strong, however we also recognise the value of face to face time – we are a team that reflects, experiments and adapts and therefore an average of 2, possibly 3 days in the office p week is a likely requirement, post-pandemic and depending on final number of hours and home location of the post-holder
- Annual leave of 25 days p.a.
- Pension contribution scheme
- Travel expenses to visit any partners or attend external meetings covered
- Every effort will be made to ensure that successful candidates are able to fulfill the role to the best of their abilities so they can succeed and that this is a positive learning and development opportunity for them. We will work with successful candidates to identify the best kinds of support they need.

To apply

Please send your cv's, and a supporting email, letter or video piece to jo.wells@blagravetrust.org by no later than the last day of January 2021. We anticipate interviews will be held in the week of the 8th or 15th February tbc.