



Job Description

Youth Involvement Lead

- Location:** The role is based at the Trust's office in West Berkshire with a minimum of one day per week (typically Mondays) expected to be worked at our Newbury office. Flexible working arrangements are available with the understanding that this must meet the objectives of the charity and requirements of the role.
- Accountable to:** Head of Programmes
- Start date:** As soon as possible
- Hours of work:** Part-time (0.4 FTE), permanent
- Salary range:** £27,745 - £31,227 FTE, depending on experience

Purpose

This is a key role leading on the delivery of Youth Involvement work within a leading mental health charity focused on supporting the systems around children and young people. We are looking for a compassionate, flexible and focused professional with excellent interpersonal skills and experience of working with young people with lived experience of mental health challenges, as well as a strong track record of delivering on discrete projects.

The Youth Involvement Lead is focused on ensuring that youth voice and lived experience is integrated into work across the Charlie Waller Trust. The exact focus of the work will shift over time in line with the interests of each cohort and needs of CWT, but is likely to include: supporting the Youth Ambassadors to engage externally, via speaking opportunities; contributing to the Charitable Activity team's work; creating communications content with Communications team support; and supporting the CWT staff team to better understand lived experience perspectives so they can carry out their roles more effectively.

The role would suit someone with a keen interest in ensuring this work is as impactful as possible, who is a 'doer' and a broker of relationships, with strong

interpersonal skills to remotely support people with lived experience. Our ideal candidate will have experience of a similar role.

Key responsibilities and duties

Youth Involvement team delivery

- Connect the Youth Ambassadors with various stakeholders across the Trust, including the Communications, Fundraising and Charitable Activity teams, facilitating effective working relationships. To include, for example, managing the process, recordings and dissemination of the Youth Ambassador podcast; connecting the Youth Ambassadors to contribute to Charitable Activities emerging Communities work; and supporting the development of the CWT staff team's understanding of lived experience
- Co-produce resources and deliver training both online and in person alongside Youth Ambassadors
- Initiate new partnerships and relationships with other organisations or teams of young people
- Ensure the Ambassador Alumni group are updated on CWT activity and involved at least once annually in an event / project
- Represent the Youth Involvement team at all full CWT team meetings, reporting back to Ambassadors on the wider workings of the Trust to ensure they feel a sense of connection and belonging to the wider team
- Attend CWT team days with Ambassadors, ensuring they are supported and given a platform (typically twice a year)
- Oversee programme evaluation and the implementation of changes according to evaluation findings on a bi-annual basis

Youth Involvement team management and support

- Recruit, onboard and manage up to eight Youth Ambassadors from across the UK each year to reflect as much diversity and lived experience of young people within the team as possible, so as to ensure CWT's work is informed by a range of perspectives

Allocate all tasks and time given to the eight Ambassadors, keeping track of work allocation, progression and budget spend

Work with the Youth Involvement Coordinator, agreeing a workplan with tasks and project timelines, and checking in regularly

Schedule and deliver 1:1 sessions with each Ambassador two to three times over the year

- Plan and organise training sessions for Youth Ambassadors to ensure their continued professional development
- Schedule, plan and host full Youth Involvement Team meetings every 6-8 weeks

Youth Involvement team administration

Manage the Youth Involvement budget, delegated by the Head of Programmes, including agreeing activities in line with available budget, and checking expenditure is accurate so as to approve Youth Involvement spend

Sign off and arrange Ambassadors' travel and accommodation for in person commitments

About our Trust

The Charlie Waller Trust was created by the Waller family in 1997 in response to the loss of their son and brother Charlie who tragically died by suicide whilst suffering from depression.

We have since become one of the UK's most respected mental health charities for children and young people. Our overarching mission is to educate those with responsibility for children and young people - parents and carers, teachers, college and university staff, and employers - about children and young people's mental health and wellbeing.

The Charlie Waller Trust is a great place to work. We care about mental health and wellbeing in our team and have a positive, enabling workplace culture. Our values drive our work:

- **Positive:** We focus on prevention, early intervention and the importance of offering hope.
- **Collaborative:** Partnership and cooperation are at the core of our work; we seek the views of those we wish to support and aim to put them at the centre of our activity.
- **Inclusive:** We strive towards better mental health for all children and young people, promoting diversity and equity as mechanisms for more inclusive and accessible systems of support.

- **Compassionate:** We believe empathetic human connections are central to good mental health. We aim to reflect that in all our relationships with stakeholders; going above and beyond for people on an individual level
- **Accountable:** We maintain integrity and transparency, taking responsibility as individuals and as an organisation for the quality of our work; robustly measuring our outcomes enables us to garner the trust and respect of those around us.

Terms and Conditions

Equity, Diversity and Inclusion

We are committed to equity, diversity and inclusion and are working to ensure that our staff represent the communities we aim to support. We actively utilise positive action as set out in the Equalities Act (2010) to ensure we attract and recruit candidates from backgrounds and groups that are currently underrepresented in our workforce. We therefore particularly encourage applications from men, trans and non-binary folk, and those from Black, Asian and minoritised backgrounds.

When we recruit, we will ask all our shortlisted candidates to tell us about any reasonable adjustments they need. Our current office is only accessible via a flight of stairs. We would of course discuss home based working and holding team meetings in an accessible location as appropriate.

Benefits

We want people to thrive at the Trust; we believe you do your best work when you feel your best. That being the case, our team comes first, and we are proud of our culture: we offer a supportive, flexible and enjoyable place to work.

As part of our employed team, the following benefits are available to you:

- Flexible working policy - we're committed to helping you find a healthy work-life balance.
- Generous annual leave allowance - pro rata 25 days annual leave (increasing to 30 days after 5 years' service), PLUS bank holidays PLUS the period between Christmas and New Year.
- Option to purchase up to 3 days additional annual leave.
- A workplace pension scheme to support you with saving for your retirement, into which we pay 5% (higher matched contributions after lengths of service).
- Access to a 'Mental Health and Wellbeing Plan' - helping staff to stay mentally well and to support them through periods of poor mental health. This includes support for the cost of talking therapies where these are not available via the NHS.

- Opportunities to experience our charitable activities and impact at first hand by attending training and events and through involvement in relevant projects.
- Learning and development opportunities specific to job roles and on mental health and wellbeing topics.
- Coaching (offered to CWT pro bono, depending on team member and need).
- Social events and team days.
- Bike to work scheme.
- Time off for volunteering.
- Unpaid leave/sabbatical particularly if this supports personal or professional development (offered after 2 years in post).

Person Specification – Youth Involvement Lead

The successful candidate is likely to have most of the following competencies and experience but not necessarily all. If you feel that you are a strong candidate, please do apply.

Criteria	Essential	Desirable
Skills required and relevant experience	<ul style="list-style-type: none"> • A strong track record of 'making things happen' (eg setting up and delivering a project or initiative) • Extensive experience of working with young people who have lived experience of mental health challenges • Knowledge and understanding of wellbeing policies / safeguarding processes and procedures • Experience of hosting and running engaging workshops for young people • Knowledge or experience of working in meaningful participation / co-production with young people • Ability to think strategically, so as to horizon scan, spot opportunities, and advise CWT on emerging trends/issues • Well-developed communication skills to share often complex and sensitive information, orally and in writing, to a range of audiences. • Excellent attention to detail and very good Microsoft Office 365 skills. • Ability to work efficiently, accurately and at speed as necessary, prioritising effectively and working to deadlines. • Ability to exercise discretion and good judgement in dealing with confidential matters. 	<ul style="list-style-type: none"> • Experience of co-production and/or working collaboratively alongside lived experience partners and freelance staff on shared projects • Knowledge of the education sector, ideally some experience of working within schools / colleges / universities • Experience working in the UK charity sector
Personal attributes	<ul style="list-style-type: none"> • Passionate about the value of youth voice and excited about enabling lived experience to inform a mental health charity's work • Ability to work flexibly around the timetables and commitments of the Youth Ambassadors, who also study and/or work elsewhere • Willing and able to travel to attend events and training sessions alongside Ambassadors 	

	<ul style="list-style-type: none"> • Initiative-taker and solution-minded with a can-do attitude towards any task or challenge. • Professional, enthusiastic and flexible, with a strong willingness to listen and learn. • Capable of working as part of a team and autonomously. • A commitment to working to meet the charity's objectives. 	
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To apply

If you would like an informal discussion with the line manager of this role, Emily Kippax (our Head of Programmes), this can be arranged via Kirsty Smith, our IT and Operations Officer, via kirsty.smith@charliewaller.org

The deadline for applications is 11.59pm, 11th June.

Please submit via your chosen job website, or send your CV and a supporting statement to Kirsty's email above. We ask that you structure your supporting statement, by providing relevant information under the person specification bullet points (combining these if multiple points are effectively responded to by one experience). Please try to keep your supporting statement to a maximum of 800 words, excluding headers. **Applications will not be considered without a supporting statement.**

You will hear back from us by 18th June, if not before. Should you be shortlisted, interviews are scheduled to take place w/c 23rd June at present and will involve a competency interview along with a short presentation task relevant to the role.

We will provide details about the recruitment task three days in advance to allow candidates time to prepare. We will also provide at least 50% of the interview questions three days in advance so that all candidates can perform at their best.