

## Job Description

Job Title:	Co-production and Youth Engagement Manager
Responsible to:	Head of Grants Development
Hours:	Part-time (21 hours per week)
Salary:	£38,000 - £42,000 pro rata
Location:	Flexible - opportunity for remote or office based.

### JOB DESCRIPTION

#### Purpose of the role

You will lead the engagement of young people, families and referral partners, and work with Buttle UK colleagues to inform and develop Buttle's UK's work, to help us be accountable to the children and young people we support.

Buttle UK is committed to championing the voices and insights of the individuals we support. This new role is designed to put young people and frontline workers at the centre of our learning and improvement, our decision-making and our strategic planning. Buttle UK wants to use co-production to learn from its grantees and related individuals to be accountable, to inform best practice in its grant-making and to help identify and understand systemic issues affecting the young people we support.

You will be responsible for overseeing our participation and co-production work. This includes establishing and running two groups. The first is a Youth Panel of young people aged 16-25 with lived experience of poverty, crisis and disadvantage. They will have been supported by, or have had circumstances eligible for a Buttle UK grant. The second is an Advisory Group created to provide expert independent advice to Buttle UK on issues relating to the development and delivery of all its work but, in particular, its grant making. This group will be made up of individuals who have professional and personal lived experience of issues related to poverty and issues affecting children and young people.

## Key Responsibilities

- Be a champion and lead for co-production and accountability across Buttle UK, advising and engaging in all co-production activity that Buttle UK is involved in.
- Deliver Buttle UK's plans for co-production and manage the aims of the Youth Panel and Advisory Group, identifying opportunities for action.
- Actively recruit to both groups, reaching and sustaining representative and diverse quotas for membership.
- Manage the relationship with any external support/consultancy required to set up the groups, and to take advice to ensure the best processes, procedures and strategies are implemented for the long term success of the groups.
- Create and effectively lead a coordinated programme of meetings, focus groups and events.
- Apply the highest standards of safeguarding to all activity and manage any safeguarding issues or concerns that arise, actioning and informing relevant staff members.
- Support and enable effective dialogue between Buttle staff, trustees and the groups, working closely with the Head of Grants Development and other staff.
- Contribute to Buttle UK activity, including fundraising and communication, by engaging with other teams, strategic groups and wider charitable activity, helping identify opportunities for co-production.
- Sustain key relationships, both internally and externally, to influence, drive change and develop an understanding of need/gaps.
- With the Head of Grants Development and Impact and Evaluation Manager, produce reports or presentations to demonstrate the work and impact of the groups, including using data to improve outcomes.
- Contribute to Buttle UK's communication activity and engage panel members in creating blog posts, website content and social media posts.
- Manage incentives, pay and development opportunities for those involved in participation.
- Manage a budget and workload responsibly and appropriately
- Network externally to ensure Buttle UK are learning and sharing practice around coproduction and accountability
- To undertake any other duties as reasonably required.
- The role may involve work in the evenings and weekend and you will be required to travel to the London office for events and in-person meetings.

## PERSON SPECIFICATION

Essential	Desirable
<b>EXPERIENCE</b>	
Experience of service user participation, coproduction or consultation, including young people.	
Knowledge of and experience of facilitating safeguarding procedures	
Project management skills gained through professional experience	Project Management qualification
Experience of setting up a similar project involving participation from service users and young people	
Experience of effective communication and engagement with young people and marginalized individuals	
Experience of facilitating groups, discussions and 1:1s, using technology and face to face	
<b>QUALIFICATIONS and SKILLS</b>	
Extensive relevant work experience or degree-level qualification in relevant field	Safeguarding Level 2/3 training
Knowledge of co-production practices and theory behind co-production	Knowledge of statutory and voluntary sector service provision and the roles and relationships between services
Able to communicate effectively with a range of stakeholders, with excellent communication skills both verbal and written	
Confident using Microsoft Office and online meeting and communication technology and software	
Demonstrable organisational skills	
Able to develop and maintain positive working relationships	
<b>PERSONAL ATTRIBUTES</b>	
A passion for improving outcomes for marginalized children and young people	Understanding of issues facing children and young people who are impacted by poverty and disadvantage.
Ability to independently manage workload	Experience of managing challenging conversations and outcomes

Ability to motivate self and others and achieve positive outcomes	
Empathy for those living through disadvantage, crisis and poverty	

## Buttle UK Values

**Child-focused** - We put children and young people first in the decisions we take. They are the focus of all our efforts and energy.

**Empathetic** - Empathy and compassion are central to our work with children, young people and families. We act with respect for all people, communities and cultures, and value this in our wider team as well as our grant-making.

**Responsive** - We are responsive to the needs of children and young people, with a focus on providing swift decisions. We listen and adapt so that we can do better in all aspects of our work and deliver more for those we support.

**Collaborative** - We collaborate in order to create chances for children and young people that are significantly disadvantaged by crisis and poverty. It is only through working in partnership that we can be truly successful.

**Accountable** - We are accountable to children, young people, and all those with whom we work. By recognising and acting on this accountability, we will most effectively and appropriately serve the communities for which we exist and deliver the best possible service to meet their needs.