Partnership for Young London

Programme Development Lead – Young Residents in Partnership

Post: Project Development Lead

Accountable to: Strategic Director

Location: City of London

Salary: 34,500 FTE plus 8% pension and incremental pay rises

Hours: 21 hours a week

Principal duties

To work across a partnership of Housing Associations, currently Metropolitan Thames Valley Housing, The Hyde Group and Clarion Futures, to build an inclusive and equitable approach to youth voice and youth engagement. Ensuring the most marginalised and under-represented young people have their voices heard and acted upon across Housing Associations. The project aims to contribute to:

- Creating consistency to youth engagement and youth leadership across the Housing Associations.
- Enhancing the impact of young people's voice and influence, developing skills, knowledge and leadership across Housing Associations.
- Tackling inequalities and barriers to representation faced by under-represented young people in social housing policy and decision-making

The Project Development Lead will manage the funded programme of work on young people's engagement and developing effective ways in which to evidence the impact of this work. This will involve the following with the steering group:

- The collation of best practice around youth engagement and youth voice across the Housing Sector and other places
- The facilitation of peer research approaches to gathering data and insight as well as co-designing policy solutions
- Facilitating learning networks with Housing Associations teams and wider partners
- Delivering targeted training and support programmes as well as research/project outputs and events

- Supporting the peer research team of Young Residents

Main tasks

Project Management

- To manage the coordination of the programme, developing the national and regional work plans, tracking delivery and impact and coordinating the partnerships
- To lead on the implementation of the programmes of work in line with the agreed funding priorities and the business plan
- To initiate and coordinate all activities, network meetings and cross regional partnerships
- To manage the budget for all allocated programmes of work and provide regular updates on allocated spend to the Strategic Director
- To manage and support the team of young residents who are engaged in the delivery of the work

Learning and Development

- To facilitate training programmes, open learning sessions and networks in line with the delivery plan with a particular focus on young residents as a key stakeholder in housing policy and practice
- To maintain a strategic overview of evidence base developments around young people's engagement and their impact on policy and practice across wider services

Partnership Development

- To maintain and increase the profile of Young Residents in Partnership across a range of stakeholders including research organisations, think tanks, VCS providers and national, regional and local government
- To develop robust partnerships with the wider Housing Sector working with the Steering Group
- To develop collaboration with key stakeholders at both strategic and practitioner levels
- To engage with existing partnerships and work with the team at Partnership for Young London to raise the profile of the needs of young people
- To provide regular reports to the Steering Group, the Strategic Director and Trustees on developments

Communications

- To develop and maintain high-quality communications about the programme including web-based materials, newsletters in partnership with the Housing Associations communications teams
- To present updates on the work of the programme at a variety of strategic forums and networks to profile the work
- To draft a range of materials for a variety of audiences including consultation papers, reports, newsletters, briefings and articles

Funding and resourcing

- To work in line with the budget and track all expenditure in line with the funding bid
- To support partners across the Housing Associations to deliver the work to budget in line with the funding bid

Other

- To support on the engagement of young people in all aspects of programme delivery and review the impact of this in line with their needs
- To represent the programme and Partnership for Young London in a variety of forums
- To undertake other such duties as are appropriate to the post as agreed by the Strategic Director

Person specification

The ability to meet these criteria will be assessed as part of shortlisting

Qualifications

- Qualified to degree level, with knowledge and understanding of peer research, youth work, education, social work or similar

Experience

- To have a strong level of expertise in leading a range of peer research programmes with young people
- To have research and data analysis expertise
- At least three years' experience as a senior practitioner, officer or manager working with children and young people and working across sectors
- To have solid experience of building partnerships and working in cross sector collaborations around young people's services
- To have had experience of both working strategically and operationally and the ability to interpret the needs of key stakeholders
- To have experience of working across diverse communities and the ability to bring that expertise into all aspect of the work

Knowledge

- A clear understanding of the issues facing young people in social housing, and the role of peer research to influence policy and practice
- A good knowledge of current legislation, activities and services relating to young people services and housing
- An understanding of work across the voluntary youth sector/private sector/ local authorities around youth voice, young people's engagement and peer research.
- A good level of knowledge of working collaboratively, and partnership working
- Experience of working in a team environment and contributing to shared objectives
- A sound working knowledge of equalities duties 2010 and its practical application in relation to young peoples' issues.
- A solid understanding of safeguarding duties and responsibilities in line with Working Together to Safeguard Children 2025

Essential skills

- Well-developed decision making and analytical skills including the ability to source and interpret data
- Excellent oral and written communication skills, with the ability to deliver messages to a wide range of stakeholders
- Ability to use a vast array of social media as well as traditional media to keep up to date with the latest developments
- Good networking skills and the ability to form and develop new partnerships
- Ability to work flexibly and willing to undertake a wide range of duties in a small organisation
- Good organisational skills and manage diverse work loads
- Training and facilitation skills working with diverse ranges of practitioners and strategic decision makers
- An understanding of how to support diverse groups of young people in developing their skills, knowledge and confidence
- Advanced Microsoft Office skills

This role is based in the City of London Corporation and staff are required to be based in the office with some flexible working.

More details about Young Residents in Partnership can be viewed here https://www.partnershipforyounglondon.org.uk/youngresidentsinpartnership