

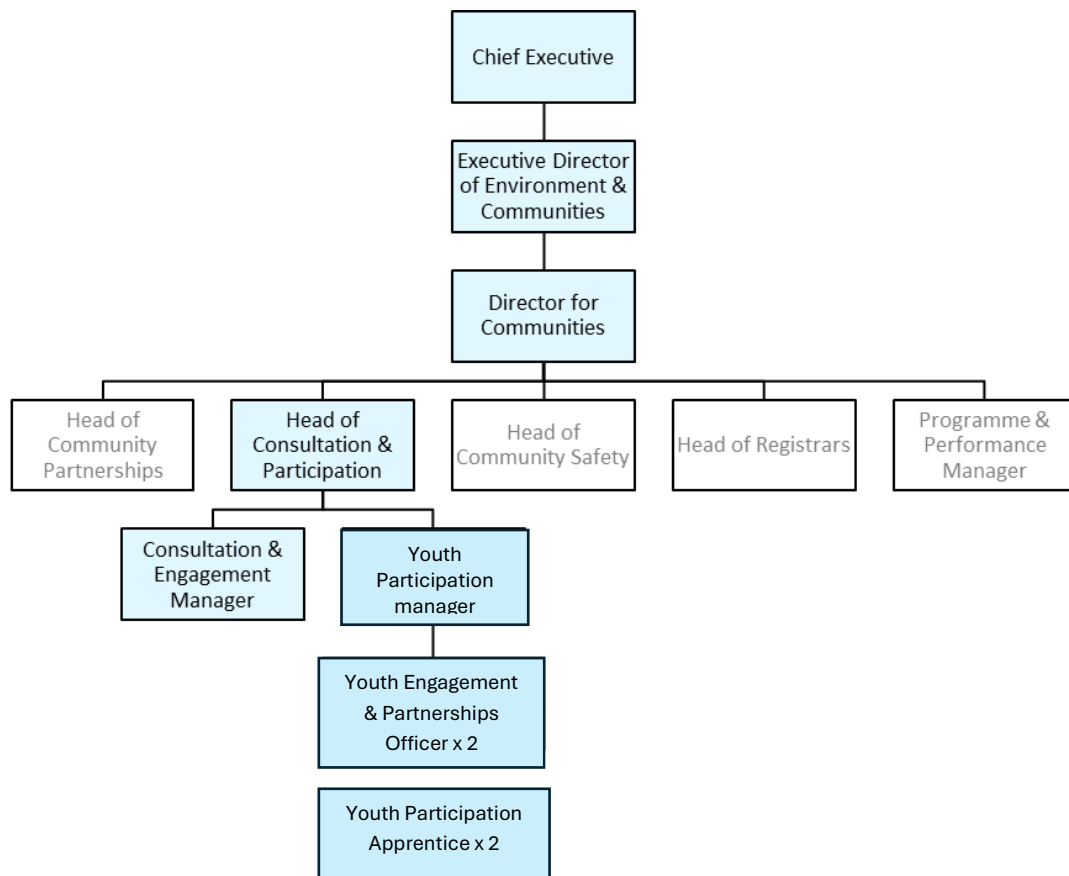
JOB DESCRIPTION NEW

Job Title	Youth Engagement & Partnerships Officer
Department	Environment & Neighbourhoods
Section or Service	Consultation & Participation - Youth Participation
Grade	Grade E

DESIGNATION:

Responsible to:	Youth Participation Manager
Employees directly supervised (if applicable):	N/A

Family Tree



JOB PURPOSE:

The Youth Engagement & Partnerships Officers will coordinate, develop, and deliver key youth participation initiatives within the borough.

The postholder will empower young people's voices to influence council decision-making, manage a £40,000 youth participation fund, coproduce youth projects and events such as the Youth Awards, Youth Internship program and bespoke youth and community events. They will support and facilitate the running of the Youth Council as a core method for youth voice.

They will develop a strong, connected youth participation network across schools, youth groups, and services, and build effective partnerships that expand opportunities for young people.

This role is critical to ensuring young people have visible, meaningful influence on Youth Participation services policies, and opportunities that affect their lives, and that local democracy and youth-led social action thrives in Kensington & Chelsea.

DESCRIPTION OF DUTIES:

Empowering Youth Voice

- Youth Council
 - Coordinate the delivery of the Youth Council, ensuring young people shape council decision-making and community projects.
 - Facilitate the election, induction, and development of Youth Council members, ensuring diverse, representative membership.
 - Support the Youth Council in developing their communications platforms (e.g., Instagram, X) and creating youth-friendly communication strategies.
 - Supporting the Youth Council in delivering their cabinet project goals.
- Develop and support a Youth Participation Network across the borough, connecting youth councils, school councils, youth forums, and grassroots organisations.
- Establish a Youth Voice pathway: a clear system for young people to raise ideas and issues, ensuring they are responded to within agreed timescales.
- Plan and deliver quarterly Youth Participation Forums to gather borough-wide youth sentiment and facilitate youth presentations to senior council leaders.
- Implement youth participation policies to ensure the long-term sustainability and effectiveness of youth voice mechanisms.
- Deliver training, workshops, and shadowing opportunities to build young people's skills in leadership, communications, and civic engagement.
- Promoting wider participation programs such as the National Youth Association (Youth Parliament) and London Youth Assembly to youth across the borough.

Youth Participation Fund

- Oversee the Youth Participation Fund (£40,000), including grant planning, promotion, application support, panel coordination, grant monitoring, and project visits.
- Train and support young people (Youth Fund Assessors) to assess, allocate, and monitor grants, ensuring a youth-led approach.

- Prepare and present reports as and when required regarding the work of the Participation team to internal stakeholders including lead members, Heads of Service as well as external partners
- Regularly assessing the effectiveness of our work, identifying areas of strength and weakness, adjusting based on feedback and data for ongoing improvement to maximising youth participation engagement funding, fundraising, and sponsorship opportunities to expand youth participation programs, in collaboration with local businesses and organisations.

Youth Projects and Events

- Plan, organise, and deliver major youth-led events including the borough's Young Leaders Awards and youth consultation campaigns.
- Increase co-design opportunities with young people across council projects, ensuring youth voices are embedded into service development.
- Develop partnerships with external youth organisations and agencies to broaden access to opportunities for young people.
- Coordinate outreach to schools and community organisations to widen the reach and impact of participation activities.

3. GENERAL

- Promote youth voice and participation internally across council services and externally with partner organisations.
- Maintain a strong focus on equity, diversity, and inclusion, ensuring participation is accessible and representative.
- Ensure risk assessments and safeguarding protocols are in place for all youth activities and events.
- Produce briefings and reports for internal stakeholders, including council leadership and Lead Members, on youth participation outcomes.
- Work flexibly, including evenings and occasional weekends, to support youth-led activities and events.

PERSON SPECIFICATION

Job Title:	Youth Engagement & Partnerships Officer
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Conditions to Note:

Candidates:

When completing your application form, please address your answers directly to each of the selection criteria below. This enables the panel to assess your ability to meet each criterion. It is essential that you give at least one example of your ability to meet each of the four Values and Behaviours: Putting Communities First, Respect, Integrity and Working Together.

Recruiting Managers:

The following values and behaviours are essential criteria in each post and must be addressed directly by candidates. The Guidance Notes on values and behaviours for managers give example questions to probe candidates in the interview and application stages of the recruitment process.

Values & Behaviours

The Royal Borough of Kensington and Chelsea has identified four key behaviours and values that should be demonstrated by all council employees. Successful candidates will show the ability to meet these behaviours.

A	Equal Opportunities Demonstrate an understanding of and commitment to Council policies in relation to Equal Opportunity, Customer Care and service delivery, and the ability to implement these policies in the workplace.
B	Qualifications Whilst no formal qualifications are not strictly necessary, the candidate needs to be able to demonstrate the experience and skills required to perform the role”.
C	Skills; Experience and Attitude • Proven experience engaging young people in community, school, or youth participation settings • Experience supporting the design and delivery of youth-led activities, services, or engagement projects • Strong partnership working skills with experience collaborating across teams, organisations, or services • A proactive and self-driven approach, with the ability to take ownership in a small, newly developing team with limited structure • Strong communication skills and a team mindset. Able to share updates clearly, collaborate closely, and maintain transparency in ongoing work • Knowledge of safeguarding procedures and confident application in youth or community settings • Experience using digital tools and data to support youth engagement and reporting • Ability to plan and prioritise work independently to meet agreed outcomes • Good experience creating accessible, youth-friendly promotional content across different communications channels

	• Confidence in developing processes and systems to support inclusive, safe, and smooth-running youth engagement activities • Skilled in building trust with young people and capturing their feedback to inform service improvement • Experience planning and organising events, consultations or programmes in a public or community-facing setting • Ability to co-develop and implement outreach or engagement strategies that widen access and participation
	Our Values & Behaviours
D	• We put local people at the heart of decision making in everything we do. • We seek to include and involve: all voices matter. • We provide quality services that are responsive, effective and efficient. The following examples are indicators of effective behaviour: • I actively involve and include the communities that I serve in my work. • I shall reflect the views of the communities in my daily work. • I shall improve the service I provide through seeking feedback from others. Our residents will feel that: • I have been included • I can see how my views have been considered • I can see improvements and developments based on my input
E	• We listen to everyone and value the personal experiences of people in our communities and of each other. • We adopt a fair and involving approach regardless of any way in which an individual is different to us. The following examples are indicators of effective behaviour:

	• I adapt my approach to take account of all differences and cultures in the community and with colleagues. • I ensure I am equitable and fair by including those who are quiet or may not be able to represent themselves. • I communicate in a way that is respectful, encourages involvement and meets people's needs. Our residents will feel that: • I feel my culture and background are respected. • I have confidence that action is being taken. • I feel I am being treated fairly.
F	• We act with openness, honesty, compassion, responsibility and humility. • We let people know what we are doing and communicate why and how decisions have been made. The following examples are indicators of effective behaviour: • I demonstrate empathy in my interactions with others. • I am honest and transparent about the decisions I take. • I follow through on the actions I say I will take and take ownership for communicating the outcome. Our residents will feel that: • I am told when something is not possible, and the reasons why are explained to me. • I feel my perspective is listened to and understood. • I feel my views are valued
G	• We work together and in partnership with everyone that has an impact on the lives of our residents. • We want to understand, learn from each other and continually adapt.

The following examples are indicators of effective behaviour:

- I work with others to provide an effective service for residents, local communities and other departments within the Council.
- I seek ways to work with other departments to deliver a seamless service and find opportunities to improve.
- I seek out opportunities to learn from my colleagues and build on good practice.

Our residents will feel that:

- I can get my issue resolved without being passed around departments.
- I find it easy to access the services that I need.
- I feel the Council is open to new ideas.