



## Application Pack

# Youth Voice & Influence Officer

Young minds, fresh perspectives, better business decisions.

We are *playful in practice* and *serious about solutions*.



## Who We Are

We are **playful in practice** and **serious about solutions**.

Participation People exists to help organisations change how decisions are made, together with the experts, young people.

We work with organisations that know that listening alone isn't enough, and that participation only matters if it leads to real influence, learning and change.

We are known for designing youth-powered systems that embed young people's voices into strategy, governance and culture – not for running consultation activities that tick a box.



# Why this role exists...

We are **playful in practice** and **serious about solutions**.

Participation People exists to help organisations change how decisions are made – together with young people.

As our work has matured from high-volume engagement to youth-powered systems, diagnostics and decision-making, we have had to fundamentally rethink how young people are involved – prioritising influence, care and follow-through over activity alone.

Fewer projects now carry higher stakes. Young people are involved earlier, closer to power, and with clearer routes to influence. The Youth Voice & Influence Officer role exists to make that work land well, ethically and with integrity.

This role ensures that youth-powered participation is:

- Carefully prepared, not rushed
- Ethical, paid and trauma-informed
- Designed around real decision points
- Followed through, so young people can see what changed because of their involvement

Working closely with our multidisciplinary team, the Youth Voice & Influence Officer helps translate our values and strategy into day-to-day practice – supporting projects to run smoothly, protecting young people’s trust, and ensuring insights are positioned where they can genuinely influence outcomes.

This is not a volume delivery role. It is a quality, care and follow-through role, critical to our ability to do youth-powered system change well.

Transport

Employment

Mental  
Health

Education

Spaces

# Participation People - who?

## Our Superheroes

Our superheroes are our youth network of young people, aged 5 - 30, who shape what we do every day.

We work alongside a professional community of Young Consultants, bringing lived experience, insight and challenge directly into our decision-making spaces – ensuring young people’s perspectives shape our strategy, improve our services and strengthen our culture.

Our Young Consultant Team are not here to decorate decisions or validate existing thinking. They are our partners, contributors and experts in their own lives – helping organisations (including us) see blind spots, test assumptions and design better systems in real time, together.

## Our Team

We are a values-led team who are playful in our practice and serious about the solutions we co-create with young people and our clients.

We bring curiosity, courage and kindness into our work – balancing creativity with rigour, and energy with responsibility.


We are comfortable working across difference, navigating complexity, and holding conversations that challenge power while protecting people.

We believe great engagement is as much about how we work as what we deliver.

Highlight  
what's working  
well...



What's  
inconsistent?



## Our Missing Piece

What's  
missing?  
broken?



**We are looking for a Youth Voice & Influence Officer, who will:**

We are looking for a **Youth Voice & Influence Officer** who understands that meaningful youth participation is about power, preparation and follow-through – not just running events, workshops and activities with or for young people.

You are someone who:

- Cares deeply about doing this work well, ethically and with integrity.
- Understands that young people's time, insight and trust are precious – and should never be undervalued.
- Enjoys working hard behind the scenes to make youth-powered work land properly, not just look good on the day.
- Is confident supporting young people and professionals alike, and knows how to hold boundaries with care.
- Is motivated by influence and impact, rather than visibility or volume.

You will thrive in this role if you:

- Like working as part of a values-led, high-trust team, rather than as a lone facilitator.
- Are organised, thoughtful and calm under pressure.
- Are comfortable working in complex spaces where decisions, power and emotions intersect.
- Believe that participation should always lead somewhere meaningful – even when the answer is uncomfortable.

This role is for someone who wants to be part of youth-powered system change, and who is willing to do the careful, often unseen work that makes that possible.



# Our Missing Piece

## It'll be helpful if you have:

- Experience working directly with young people, particularly in participation, youth voice, co-production, youth work, research or engagement contexts.
- An understanding of ethical, inclusive and trauma-informed practice, and why safeguarding, preparation and care matter in youth-powered work.
- Experience supporting or coordinating projects or programmes, including keeping track of plans, logistics, learning and follow-up.
- Confidence supporting young people to share their views, challenge constructively and engage with adults in positions of power.
- Experience working with professionals or organisations, and helping them to listen well and take youth insight seriously.
- Strong organisational skills, including keeping clear records and managing competing priorities.
- A reflective approach to learning – comfortable thinking about what worked, what didn't, and why.
- Confidence using digital and AI tools to support communication, collaboration and reporting.

You don't need to have done all of this before, or to have worked in every sector we operate in.

We're interested in people who are curious, thoughtful and committed to doing youth participation well, and who want to grow their practice as part of a supportive team.



# What We Offer You

## Participation People Perks

- A four-day working week: you are paid for 37 hours, but work 32 hours across 4 days (Monday–Thursday), with Friday as your non-working day.
- You will receive 30.5 days' annual leave per year inclusive of bank holidays.
- Three days' paid volunteering leave each year in addition to your annual leave entitlement.
- Flexible working as standard, including flexi-time, time off in lieu, remote working and compressed hours where appropriate.
- Dedicated wellbeing support, recognising the emotional intensity involved in participation and systems-change work.
- Quarterly team training and development away days, focused on learning, reflection and professional practice.

# What We Offer You

## Participation People Perks

- 360-degree annual performance and development reviews, incorporating feedback from young people, clients and colleagues.
- On-the-job training, mentoring and professional qualification development opportunities.
- Individual psychometric profiling and team role assessments to support professional development and strong team dynamics.
- Bonus scheme to recognise exceptional performance.
- Rail discount card to support eco-friendly travel.
- Spotify Premium account – because good work deserves a great soundtrack.



## About this role

<b>Job title:</b>	Youth Voice & Influence Officer
<b>Salary</b>	£27,500
<b>Hours:</b>	32 hours per week
<b>Term:</b>	Fixed term (1 year) - extension project dependent
<b>Reports to:</b>	Programme Manager
<b>Job Purpose</b>	To deliver Participation People's mission of helping organisations change how decisions are made – together with young people.

Working under the direction of the Programme Manager, this role supports the design, coordination and follow-through of youth-powered work – ensuring young people are prepared, supported and able to influence real decisions ethically and meaningfully.

This role is not about running high volumes of engagement activity.

It is about quality, care and impact: making sure participation is purposeful, ethical, well-supported and leads somewhere real.

# Job Description

## Key responsibilities

### Youth-powered practice & ethical participation

- Support the delivery of youth-powered participation activities that are youth-centred, inclusive, time-bound and designed around real decision points.
- Work directly with Young Consultants, supporting preparation, access, safeguarding and follow-through.
- Uphold Participation People's standards for ethical, trauma-informed participation, protecting young people's wellbeing, trust and energy.
- Help ensure feedback loops are completed so young people can clearly see what changed because of their involvement – and what didn't as well as the skills they develop by participating.

### Project delivery & coordination

- Support the coordination of youth-powered projects and co-creation activities in line with agreed project plans.
- Manage logistics, communications and materials to ensure activities run smoothly and professionally.
- Keep accurate records of participation, learning and decisions to support accountability, impact and evaluation.
- Monitor progress and flag risks or issues early, working collaboratively to resolve them.

### Insight, learning & impact

- Support the collection and synthesis of youth data and insight, helping translate lived experience into clear learning and messages for specific audiences.
- Contribute to engaging, accessible outputs that show how youth insight has informed decisions, strategy or practice.
- Share learning internally to strengthen our approaches and ways of working.
- Support evaluation activity, including evidencing learning, distance travelled and influence.



## Job Description

Continued...

### Partnership & team working

- Build positive, respectful relationships with young people, colleagues and our clients.
- Support professionals and partners to be ready to hear youth insight, including setting expectations and boundaries.
- Work collaboratively within a remote-first team, contributing to shared learning, reflection and improvement.
- Represent Participation People's values and standards consistently in all interactions.

### Organisational contribution

- Contribute to Participation People's reputation as a leader in ethical, youth-powered system change.
- Share learning and best practices across networks where appropriate.
- Undertake other duties appropriate to the nature and grade of the role.



# Person Specification

## Values, Knowledge and Experience

### Values & approach

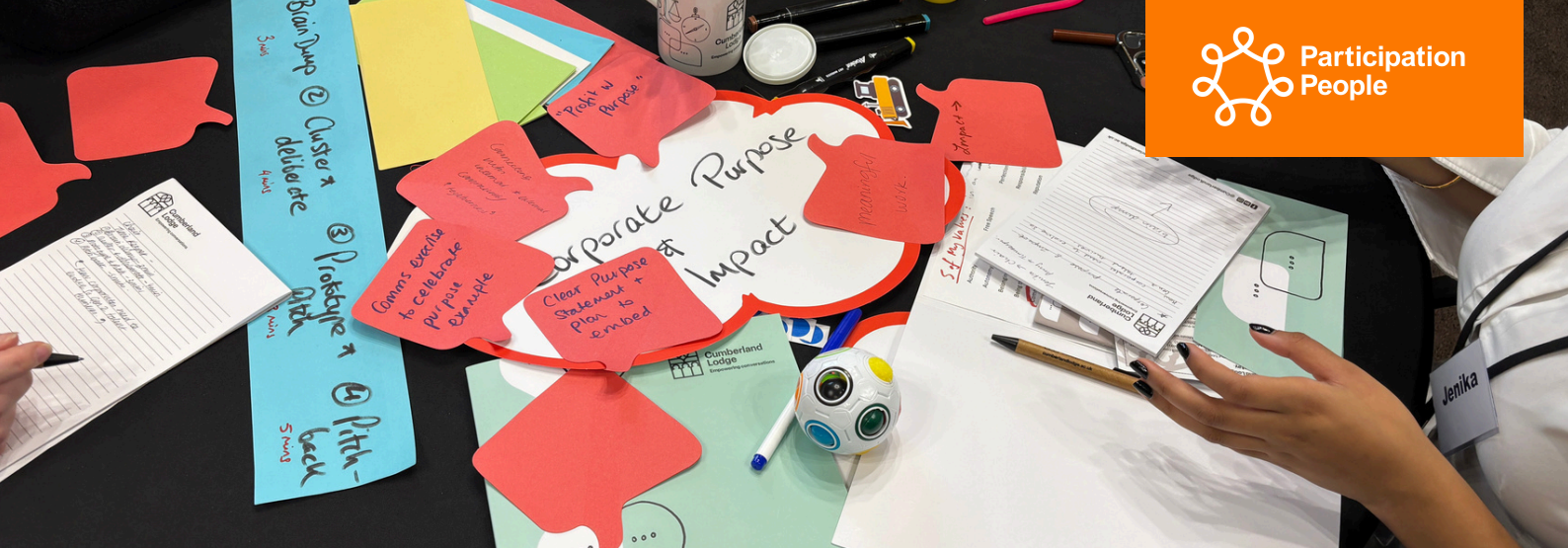
You are someone who:

- Is motivated by Participation People's mission to influence how decisions are made, together with young people.
- Believes that youth participation should be ethical, purposeful and influential, not extractive or performative.
- Brings curiosity, care and courage to your work, especially when navigating power, complexity or challenge.
- Is committed to equity, diversity and inclusion, and understands how access, identity and power shape participation.
- Is reflective and open to learning – keen to strengthen your practice over time.

### Knowledge & understanding

It will be helpful if you have an understanding of:

- Youth participation, youth voice, co-production or lived-experience approaches, and why influence, care and follow-through matter.
- Ethical and trauma-informed practice, including safeguarding and creating safe, inclusive spaces for young people.
- The challenges young people face today, and how systems, services and organisations impact their lives.
- How decisions are made within organisations, and why young people are often excluded from them.
- The importance of feedback loops, accountability and honesty in participation work.
- Information governance, data protection and confidentiality when working with young people and sensitive information.



# Person Specification

## Values, Knowledge and Experience

### Experience

It'll be helpful if you have experience of:

- Working directly with groups of young people from a range of backgrounds, particularly in participation, youth work, research, engagement or co-production contexts.
- Supporting or coordinating projects or activities, including planning, logistics, record-keeping and follow-up.
- Helping young people prepare to share their views, experiences or challenge constructively.
- Working with professionals or organisations, and supporting them to listen well and take youth insight seriously.
- Producing or contributing to clear, accessible outputs (e.g. notes, summaries, reports, presentations, creative outputs).
- Working as part of a team and contributing positively to shared goals.
- You do not need experience in every sector we work in, or to have held a similar role before.

### Ways of working

You are someone who:

- Thrives in a collaborative, values-led team.
- Is organised, reliable and able to manage competing priorities.
- Takes a solutions-focused approach, especially when plans change.
- Is comfortable working in a fast-paced environment where work evolves.
- Can hold boundaries with care – with both young people and professionals.
- Is confident using digital tools to support communication, collaboration and organisation.



# Person Specification

Values, Knowledge and Experience

## Skills & abilities

You bring:

- Clear, confident communication skills, written and verbal.
- Strong organisational skills and attention to detail.
- The ability to build trusting relationships with young people and adults.
- Confidence using everyday digital tools (Apple hardware, Google Workspace).
- Energy, warmth and a sense of playfulness, without losing sight of outcomes.

## Additional information

- This role requires flexibility, including occasional evening or weekend work.
- Some national and international travel may be required, including occasional overnight stays.



## 'The small print'

All offers of employment with Participation People are conditional upon:

- A satisfactory enhanced Disclosure and Barring Service (DBS) check.
- Satisfactory references from those named in your application.
- Evidence of relevant qualifications, where applicable.
- Evidence of right to work in the UK.

Participation People reserves the right to withdraw an offer of employment if these conditions are not met. A formal contract of employment will only be issued once all pre-employment checks have been successfully completed.

### **Working at Participation People**

Participation People is not a high-volume delivery organisation – and we are not trying to be.

We work at the cutting edge of youth participation, co-production and system change, partnering with organisations where trust, risk and power are genuinely on the line.

Increasingly, this work operates at senior, national and global levels, alongside young people who expect – and deserve – real influence. This means our work is:

- High-trust
- High-responsibility
- High-impact

It also means it requires judgement, rigour and follow-through, not just good intentions.

## 'The small print'

Continued

### **What our team says about working here**

Our team consistently tells us they value:

- Being trusted to do authentic, meaningful work that leads to real change.
- Working alongside young people as partners and professionals, not participants to be managed.
- Having the autonomy to lead, challenge and shape work – with support where it matters.
- Being part of an organisation that is clear about its values, selective about its work, and willing to say no when participation is tokenistic or harmful.
- Operating in a culture where learning, accountability and impact matter – and where people are expected to deliver.

### **Our commitment to you – and our expectations in return**

We care deeply about our people – and we are equally serious about the work.

In return for flexibility, autonomy and trust, we expect:

- Professionalism
- Accountability
- Ethical judgement
- Commitment to delivering work that stands up to scrutiny

This is not an environment where participation is treated lightly or where effort substitutes for impact.

If you are motivated by doing the work well, sharing power responsibly, and helping organisations change because young people are involved – you will thrive here.



# The nuts and bolts

## **Our commitment to equality, diversity and inclusion**

Participation People is committed to equity, inclusion and fairness in both our work and our workplace.

We actively value difference and will not treat any applicant or team member less favourably on the basis of age, disability, health condition, ethnicity, gender, gender identity, marital status, religion or belief, sexual orientation, or any other protected characteristic.

Because our work centres young people's lived experience – often from communities underrepresented and underserved in decision-making – we recognise that power, access and opportunity are not distributed equally.

We are committed to challenging this in how we recruit, work and lead.

As part of the recruitment process, we ask applicants to complete an equal opportunities monitoring form.

This information is collected anonymously and used solely to help us understand who we are (and are not) reaching, and to improve the fairness and accessibility of our recruitment practices.



# The nuts and bolts

## Hours and Contract Term

This role is contracted at 32 hours per week, worked across four days (Monday–Thursday) as part of Participation People’s four-day working week. You are paid the equivalent of 37 hours.

The post is offered on a fixed-term contract, with the intention to extend subject to performance, funding and organisational need. Full details will be confirmed in the Contract of Employment.

This role will require flexibility, including occasional evening and weekend work, in order to support work with young people and partners at key decision points. Time off in lieu is provided in line with our flexible working approach.

## Location

Participation People is a remote-first organisation. All team members work from home as standard, supported by appropriate technology and flexible working arrangements.

We believe in being intentional about how and when we come together. As a team, we:

- Meet in person for quarterly team away days, and
- Come together annually for a two-day residential in a variety of locations across the UK

These in-person moments are used for connection, learning, reflection and strategic alignment, rather than routine meetings.

This role also involves occasional national travel to support projects, partners and young people, including occasional overnight stays.



# The nuts and bolts

## Salary

The salary for this role is £27,500 per annum based on a 32-hour, four-day working week.

## Holidays

You will receive 30.5 days' annual leave per year inclusive of bank holidays.

## Probationary Period

The appointment is subject to a 12 week probationary period. Following successful completion, performance reviews will take place every six months.

## Pensions

Participation People operates an automatic enrolment, employer-contributory pension scheme with The People's Pension, with employer contributions currently set at 3%. You may choose to opt out.



If you have any questions about this role, please contact:

Temí – Director of Operations



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