



## Stakeholder Engagement Manager

Reports to: Head of Public Affairs and Communications, Youth Endowment Fund

Salary: £38,000 – £42,000 depending on experience

Location: Central London

### About the Youth Endowment Fund

The Youth Endowment Fund is a bold new attempt to put early intervention at the heart of efforts to tackle youth offending. Over the last few years, evidence suggests that growing numbers of children and young people have been affected by violent crime. More children have been found carrying knives and a growing number have been recorded as victims. We believe that each individual child is an important member of our community and society has a duty to protect them.

The Youth Endowment Fund is a charity with a £200m endowment and a mission that matters. Founded by youth charity Impetus and its partners the Early Intervention Foundation and the Social Investment Business, we exist to prevent children and young people from getting drawn in violent crime. Many organisations have this calling. Our unique role is to identify what works best and to spread the good news. We won't be able to do this unless we build excellent relationships with organisations across the public, private and third sectors, all committed to using evidence to make change for children and young people. The Stakeholder Engagement Manager is an important member of our Change team, who'll make sure we do just that.

### Key responsibilities

Project manage the Youth Endowment Fund's consultation programmes with stakeholders. This will include:

- Organising meetings and roundtables with stakeholders, and briefing YEF participants for each meeting
- Managing our stakeholder database and working with other YEF teams to ensure that cross-organisation consultations, study programmes and other stakeholder engagement are all aligned
- Managing surveys with our stakeholder groups, collating data and writing reports on findings

- Ensuring stakeholders' questions and requests for further information are responded to in a timely way
- Evaluating stakeholders' experience of participating in consultations and other YEF events
- Taking notes at roundtables and other events as required
- Working with the Head of Public Affairs and Communications to develop a reports and recommendations on the basis of engagement with stakeholders
- Developing communication materials to support the consultation and study programmes and other YEF change work, including web copy, grantee and young person case studies, emails, presentations and reports.

### Person specification

#### You are this sort of person

- **You understand how people and organisations work** – as in really understand: You understand the nuance of how decisions get made and you understand how to find out who has decision-making power.
- **You win people over.** People tend to warm to you and respect you. You easily build good relationships with both very senior and very junior people. You are at ease talking to a senior civil servant or a 15-year-old.
- **You are a team player.** You work brilliantly in a team. You are not motivated by being the individual winner. You want the team as a whole to succeed. You are not possessive of your contacts. You don't care who gets the credit as long as things get done.
- **You think fast.** You very quickly get your head around ideas. You have a track record that shows how quickly you think. You wear this lightly, though. It is important to you to be humble. You acknowledge how much you don't know as well as how much you do.
- **You're incredible organised:** You've got an eye for detail and you're excellent at designing a plan and seeing it through. You use your organisational skills to work across your team and keep everyone working together to achieve the same goals.

- ***You are committed to equality, diversity and inclusion.*** You believe and act in a way that celebrates and encourages a range of experiences, views and values
- ***You have experience leading on stakeholder communications:*** You are comfortable being responsible for communicating with senior stakeholders. You write really well and care about good writing.

While it is not a criteria, we are especially interested to hear from applicants who have lived experience of youth violence.

It is also important to us that the people we hire do not discriminate. We believe in being inclusive and giving everyone an equal chance to succeed. Applications are welcome from all regardless of age, sex, gender identity, disability, marriage or civil partnership, pregnancy and maternity, religion or belief, race, sexual orientation, transgender status or social economic background.

### **To apply**

To apply, please send a CV, cover letter and the monitoring form from our [careers page](#) to [recruitment@youthendowmentfund.org.uk](mailto:recruitment@youthendowmentfund.org.uk) by **midnight, 20<sup>th</sup> September 2020.**

You should also include the contact details of two referees, one of whom must be your current or most recent employer. Referees will only be approached with your express permission. You will also be required to provide proof of your eligibility to work in the UK. As part of our commitment to flexible working we will consider a range of options for the successful applicant. All options can be discussed at interview stage.

Interviews will take place in the week commencing 28<sup>th</sup> September 2020.

Your personal data will be shared for the purposes of the recruitment exercise. This includes our HR team, interviewers (who may include other partners in the project and independent advisors), relevant team managers and our IT service provider if access to the data is necessary for performance of their roles. We do not share your data with other third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you. We do not transfer your data outside the European Economic Area.