



CHARGING UP

**YOUTH PARTICIPATION AND
ENGAGEMENT OFFICER**

JOB DESCRIPTION & SPECIFICATION



YOUTH PARTICIPATION AND ENGAGEMENT OFFICER

JOB SUMMARY

Deadline: 15th May 2026

Application Form:

ROLE	Participation and Engagement Officer
REPORTING TO	Service Manager (Next Generation Now)
RESPONSIBLE FOR	Volunteers
SALARY	£11,284 - £13,218.40 (£22,568 - £26,436.80 pro rata)
HOURS	20 hours per week (Potential evening and occasional weekend work required)
DURATION OF CONTRACT	31st March 2027 (Subject to Extension)
TIMESCALE	Immediate start
BASED	PBC HQ – West Bromwich
ROLES AVAILABLE	1
SUMMARY	<p>To lead on strengthening young people's (12-18) voice, ensuring they are meaningfully involved in shaping services, projects, and decision-making across the organisation and in the community. The role will build and sustain effective engagement opportunities, support young people's participation in governance and advocacy, and develop inclusive and empowering practices.</p>

WHO WE ARE

**POWERING CHILDREN, YOUNG
PEOPLE
& YOUNG ADULTS TO CHARGE UP
CHANGE!**



OUR STORY

How we got here....

Powered by CAN works with children, young people and young adults across the Black Country and the wider Midlands region. Powered by CAN was created, built and developed in Sandwell, and we want to empower young people from the region to feel the same pride and purpose for their community as we do.

Children, Young People & Young Adults are at the heart of everything we do, and we make sure that we always put them first by ensuring we always do the following:

- Champion their rights to co-design, co-create and co-produce and make their voices heard.
- Encourage leadership pathways for their views and voice to be present their local community.
- Kick starting personal and professional development through a wider offer of experiences

We believe in providing opportunities for children, young people & young adults and we want to support them to thrive and contribute at every stage of their lives, for a fairer future.

HARNESSING YOUR... POWER, POTENTIAL, PROGRESS



OUR VISION

How we can work together to make a difference...

We want to power up children, young people & young adults to live with pride, purpose and prepared to make positive life choices.

OUR MISSION

How we can make the change...

Powering children, young people & young adults to lead the change they want to see through the delivery of services, opportunities & experiences to contribute at every stage of their lives, for a fairer future.

OUR VALUES

These are at the centre of everything we do...

CARE

CHALLENGE

COMMITMENT

COLLABORATION

CREATIVE

COMMUNITY



OUR SERVICES



CIVIC CHANGE,
ARTS & CULTURE

Celebrating culture & civic responsibility through confidence, creativity & connecting with others...



PHYSICAL ACTIVITY, **PLAY**
& PUBLIC HEALTH

Promoting positive lifestyles and empowering people through participation...



MENTAL HEALTH,
WELLBEING
& RESILIENCE

Taking the time to talk, tackle & transform into our true selves...



EMPLOYMENT,
EDUCATION
& ENTERPRISE

Always aiming high, aspiring to achieve & Accelerating your ambitions ...

OUR OBJECTIVES

1 **Pride of Place!**

To develop collective understanding and knowledge on the identity of place to strength the services that are relevant to meet the needs of children, young people & young adults.

2 **Positive Programmes & Principles!**

To deliver ambitious and high quality opportunities and experiences for children, young people & young adults to strengthen best practice for the sector to meet soft, hard and transferable skills.

3 **Powering Participants & People!**

To build on the strengthens and needs of children, young people & young adults to thrive and be resilient into adulthood.

4 **Pushing Performance & Policy!**

To influence policy and investment to prioritise services for children, young people & young adults.

5 **Playing our Part!**

To ensure our workforce, volunteers, board, volunteers are dynamic, diverse and driven to be reputable, responsive and represent a rights based approach for people and place.



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**We are powered both by where we have come from
and the positive energy moving forward with a 'CAN'
do attitude.**

**We hope everyone we work with will be able to
power up change!**

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CEO - Jerrel Jackson FRSA MloD MA BA



PARTICIPATION AND ENGAGEMENT OFFICER

DUTIES & RESPONSIBILITIES

Thematic Duties

- Design and deliver programmes, workshops, surveys and forums to increase young people's participation and influence as well as identifying strengths, resources & barriers of their local areas.
- Support young people to take on leadership roles within the organisation (e.g., advisory groups, boards, peer mentors, social actions).
- Develop innovative engagement strategies to reach underrepresented communities of young people.
- Facilitate safe, inclusive, and accessible spaces for dialogue, consultation, and co-production.
- Facilitate structured networking events for young people to connect with peers and professionals from various sectors to expand their horizons.
- Actively celebrate and promote young people's achievements, including creating platforms for them to share their journeys and skills.
- Represent the organisation in community networks and partnerships meetings.
- Keep up-to-date working knowledge of human centred design, co-creation, civic leadership, behaviour change, social change.
- Support senior management with monitoring, reviewing and evaluating delivery evaluation processes.

DUTIES & RESPONSIBILITIES

Safeguarding Responsibilities

- To comply with our safeguarding policy.
- To ensure we offer a high quality, inclusive environment which meets the needs of all service users, regardless of culture, religion, and physical or emotional development.
- Proactively work with related services, such as schools and social care to remove barriers faced by vulnerable children and young people by providing support that meets their individual needs.

Supervision of Children and Young People

- Ensure that activities are carried out in a safe and responsible manner in accordance with our policies
- Ensure the safety of other staff and children at our provision and comply with the responsibilities of the Health and Safety At Work Act.
- Ensure that all activities being offered at outreach locations complies to all required policies and procedures set.
- To actively promote and support the safeguarding of children and young people, ensuring that all staff and volunteers observe policies and procedures to keep children safe from harm.



DUTIES & RESPONSIBILITIES

Monitoring and Evaluation

- Collect and analyse feedback from young people to inform service development.
- Monitor levels of engagement and participation using agreed indicators.
- Produce reports demonstrating impact and outcomes for funders, trustees, and stakeholders.
- Ensure monitoring tools capture diverse voices and reflect inclusivity.
- Review participant numbers across all services against KPI's set by your Service Manager
- Collaborate with the Senior Management Team to complete reports as requested by Project funders and partners.
- To report and present to partners as and when required

Administration

- Maintain accurate records of participation activities and attendance.
- Support the coordination of meetings, events, and training for young people.
- Contribute to funding applications and reporting requirements.
- Manage relevant budgets in line with organisational policies.
- To keep up-to-date with support services available within the Black Country and Birmingham.



DUTIES & RESPONSIBILITIES

General Responsibilities

- To work flexibly, including early mornings, evenings and weekends, to suit the needs of families, children/young people and the service. To be prepared to work outside normal working hours.
- To represent the organisation within local and regional networks of supporters and stakeholders.
- To participate in regular team meetings and supervision meeting.
- To contribute ideas that may support the ongoing development of all services.
- To participate in training and development activities as required and to assist with the training and development of colleagues as appropriate.
- To contribute to the programming and administration of bespoke commissioned services.
- To act always in the best interest of CAN.
- To participate in activities which fall outside of normal working hours as required, e.g. Training, Staff Meetings, Recruitment/Engagement events, fundraising events, etc.
- To be an active member of the team by contributing to its strategic vision and future developments. Monitoring and reviewing performance making recommendations to Senior Management to strengthen service improvements.
- To understand and adhere to all the organisation's policies, procedures and standards at all times.
- To ensure confidentiality within the organisation at all times.
- To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by Management.



PARTICIPATION AND ENGAGEMENT OFFICER

PERSON SPECIFICATION

Essential

- Excellent communication skills, with children, colleagues, advisors and parents/carers.
- Effective time management skills
- Excellent organisation and planning skills.
- The ability to listen to the children, young people and communities' needs and wants
- Experience in collaborating with a wide range of people; from the children and young people and their families and other team members and partners.
- Enthusiasm for consulting with children and young people.
- The ability to be organised and adaptable in your approach.
- Demonstrate energy in all that you do and display a 'can-do' attitude.
- Be open to change and new ways of working.
- The ability to problem solve and make decisions.
- Awareness of Child Protection guidelines and relevant legislation.
- Awareness of risk assessment and risk benefit.
- Experience and understanding of working in a fast-paced environment.
- An understanding of the principles of children and youth work.
- A commitment to the provision of inclusive activities for children and young people.

PARTICIPATION AND ENGAGEMENT OFFICER

PERSON SPECIFICATION

Essential

- A positive approach to learning & gaining new skills through teamwork and training opportunities.
- Creativity to devise new ideas and engage the young people in activities.
- Patience, punctuality, reliability and trustworthiness.
- A positive approach to inclusive practice, with children, parents/carers and colleagues.

Desirable

- Be in possession of a related Certificate, Diploma or Degree.
- Previous experience of working children and young people aged 6-19 in a voluntary or paid capacity.
- Lived experience relevant to the issues faced by young people.
- Knowledge of youth policy, rights-based approaches, or community engagement.
- Familiarity with digital engagement tools and social media for participation.
- Experience of supporting young people in governance, campaigning, or advocacy roles.
- Interest in the supervision of the learning and development of children and young people.
- Be able to be flexible and adaptable.
- Able to work in a small team.



FURTHER INFORMATION

Deadline:
Application Form.

<https://talent.sage.hr/jobs/dcde444e-38b0-4ea6-8a51-95ac15ab444c>

Application Process:

Stage 1 – Informal 30/60 minute conversation

Stage 2 – Formal Interview (including Presentation or Practical)

Contact Information:

jobs@poweredbycan.org or 0121 530 8451

DBS and Reference

This role is subject to a clear enhanced DBS and satisfactory
Employment/Character references.

Please note we are currently using a new application system,
so if you face any technical difficulties please email
jobs@poweredbycan.org

