



Dear applicant,

Re: Youth Engagement & Coproduction Manager – Peer Power Youth

Thank you for your interest in working with Peer Power. This application pack contains information about who we are looking for, how to apply, the job description and the person specification.

I founded Peer Power as a response to what children and young people across England and Wales said needed to change to improve support services like youth justice, mental health and social care.

Our empathy based and relational charity creates system change and individual change for young people...we are supporting young people with lived expertise to make tangible changes in support services for their peers, increase their positive peer networks and improve their wellbeing.

You can learn more about our work and our vision and mission and values by exploring our website www.peerpower.org.uk

We are a small, warm and open team, and the prospective applicant can expect to work in a positive, emotionally responsive and flexible environment. It is a real opportunity for someone to have a substantial influence on a small, creative and fast growing local charity with a national reach.

We are all really looking forward to welcoming you and I look forward to working with the successful applicant

With my best wishes,

A handwritten signature in black ink, appearing to read 'Anne-Marie Douglas'.

Anne-Marie Douglas
Founder & CEO

PS. There is a young people's area on the website too, click the little arrow on the home page



Role Information: Peer Power Youth Engagement and Coproduction Manager

About us: Peer Power is a social justice charity that is rooted in the promotion of empathy. Our work supports the most vulnerable children and young people in society; those impacted by adverse childhood experiences, including abuse, trauma, rejection and loss, those most excluded and not listened to in society, and often with experience of social care and youth justice agencies. We support them, and the agencies that are involved with them, to aid recovery through empathy and stronger relationships, improving emotional health and well-being, and through working together to transform services for children. You can learn more about us and our work at www.peerpower.org.uk

The Role: Youth Engagement and Coproduction Manager

This is an exciting and unique opportunity to be instrumental in the growth and development of a social justice children's charity that is rooted in the promotion of empathy.

The role is responsible for the overall management and development of high quality, young people's relational engagement and coproduction activities in projects across London and throughout the UK, ensuring equality and diversity in access and representation.

Also to:

- ✚ Support, motivate and inspire our Peer Engagement Team and Peer Power Experts.
- ✚ Build and maintain strong, meaningful and trusted relationships with a wide range of partners and agencies, including health, justice, social care and voluntary sector collaborators.
- ✚ Be a caring and positive member of the team at Peer Power, contributing to our mission, living our values, and modelling healthy working practices and relationships

Who we are looking for: We are looking for an exceptional person, who is energetic and ambitious who will ideally grow in their career with us, contributing their time, passion and positive energy to our mission! Is this you?

- ✚ you have excellent inter-personal skills, and a high level of social and emotional intelligence. You are empathic, fair and kind, and can relate and connect with people from a wide range of backgrounds and experiences
- ✚ you will relish the challenge and autonomy this role presents, and in getting involved with all aspects of a young and growing charity.
- ✚ You really understand coproduction and are excited to work alongside young people, sharing decisions and budgets. You are passionate about social justice, opening



opportunities for young people and 'going the extra mile' to demonstrate to young people that you care.

- + you are ambitious, looking for somewhere you can grow and build your career and you thrive working in fast paced environments where you can influence growth and innovation

Our offer:

You will have the opportunity to be a part of young people's journey from 'peer to professional', contribute to our healing peer community and witness how support services improve and change because of the engagement of young people.

We offer a supportive and flexible working over a four-day working week, an attractive benefits package, including pension, additional personal/self-care days and discretionary additional days between Christmas and New Year.

Based primarily at our London Victoria office, there may also be opportunities to work from home subject to prior agreement.

The post-holder will receive an Apple Macbook to work from, and a work phone.

We are committed to equal opportunities and welcome applications from all sections of the community, including those with criminal records, regardless of any protected characteristics. We especially welcome applications from people who have overcome significant adversity in their lives and are now able to inspire others positively through their journey and progress

Reasonable adjustments will be made for disabled applicants where required. If you need any reasonable adjustments please contact: Lucy Hill Office Manager

lucyhill@peerpower.org.uk

Applying: The application pack, equal opportunities and diversity form and application form are available from: <http://www.peerpower.org.uk/about-us/get-involved/>

We recognise our responsibility to safeguard the welfare of all children and young people, and commit to recruitment practices which protects them. We require all employees and volunteers to undertake an enhanced DBS disclosure and pre-employment checks.

Applications should be returned for the attention of the CEO, Anne Marie Douglas at info@peerpower.org.uk. Please also send any queries about the role to this email, or call **0203 877 0880**. There are more details at the end of this pack.

Please specify when you apply, the date at which you can start working with us

We are unable to contact unsuccessful applicants or consider those applications which are submitted after the deadline: 12.00pm Monday 21st January 2019



Role	Youth Engagement and Coproduction Manager
Office Base	London (Vauxhall Bridge Road, Victoria)
Salary	Between £29,177 - £36, 644 and dependent upon qualifications and experience Funding for this role is secured until Feb 2020, with the likelihood of extension, subject to funding
Hours	30 hours per week over four days To support wellbeing and work-life balance, Peer Power Youth currently operates a four-day week, and offers flexible working.
Leave	25 days and 8 Bank Holidays, plus 2 personal/self-care days, plus 3 days between Christmas and New Year (discretionary and subject to charity needs)
Reporting to:	Chief Executive Officer (CEO)
Key purpose:	<p>This is an exciting and unique opportunity to be instrumental in the growth and development of a social justice children’s charity that is rooted in the promotion of empathy.</p> <p>Responsible for the overall management and development of high quality young people’s relational engagement and coproduction activities in projects across London and throughout the UK, ensuring equality and diversity in access and representation.</p> <p>Support, motivate and inspire our Peer Engagement Team and Peer Power Experts.</p> <p>Build and maintain strong, meaningful and trusted relationships with a wide range of partners and agencies, including health, justice, social care and voluntary sector collaborators.</p> <p>Be a caring and positive member of the team at Peer Power, contributing to our mission, living our values, and modelling healthy working practices and relationships</p>



<p>Key Tasks</p>	<ul style="list-style-type: none"> <input type="checkbox"/> responsible for the development and delivery of our relational youth engagement and coproduction work at Peer Power, work with young people to ensure it is effective and meets their needs. <input type="checkbox"/> support the Peer Engagement team to create a safe, peer support network for young people, utilising clinical support and supervision as required. <input type="checkbox"/> with young people, the CEO and partners, develop a wellbeing & SEL curriculum and socio-therapeutic activities to support improved emotional health and wellbeing. <input type="checkbox"/> be the main point of access and develop strong, trusted and meaningful relationships with partner organisations and stakeholders, including facilitating and coordinating engagement with young peer power experts. <input type="checkbox"/> create working conditions in which young people feel secure, confident, loved and valued and in which they are increasingly able to take control of their own activities, with their knowledge and experience being highly valued. <input type="checkbox"/> responsible for safeguarding children, young people and vulnerable young adults by communicating effectively with CEO, partner agencies and local Safeguarding Board's where necessary, attending relevant safeguarding training when required <input type="checkbox"/> oversee peer outreach and engagement to attract and recruit young people through their peers, also referring on young people to other support or opportunities to support their journey with Peer Power. <input type="checkbox"/> develop the Peer Engagement team to support young 'peer power experts' to develop skills in SEL, empathy, public speaking, events storytelling, event management, peer research, and evaluation <input type="checkbox"/> develop the Peer Engagement team to train young 'peer power experts' to develop in peer support, commissioning skills and coordination so that Young Commissioners are able to be involved in the full commissioning cycle <input type="checkbox"/> ensure the Peer Engagement team and/or young peer power experts are represented at a range of youth user involvement groups, networks and events. <input type="checkbox"/> with support from the Office Manager, oversee our AQA accreditation system and ensure our engagement and participation work results in accreditation for young people
<p>Evaluation & Impact</p>	<ul style="list-style-type: none"> <input type="checkbox"/> keep up to date with developments and good practice guidelines in relation to: relational engagement, user involvement, coproduction, lived



	<p>expertise, representation and creative consultation approaches.</p> <ul style="list-style-type: none"> <input type="checkbox"/> ensure our youth participation and engagement work is thoroughly and systematically recorded and evaluated and to work with young people, our CEO and other team members to improve our outcomes and impact measurement systems. <input type="checkbox"/> be responsible for reviewing our model of youth participatory engagement, contributing to our Theory of Change, and ensuring young people play a central role in this. <input type="checkbox"/> reporting to CEO, Trustees and to funders and commissioners on performance. <input type="checkbox"/> work with the CEO, young people and fundraiser to design and develop new programmes and models of working based on our collective reflection and learning <input type="checkbox"/> where appropriate, support Peer Power Trustees to understand and achieve young people’s participation in governance
<p>Finance and Line Management</p>	<ul style="list-style-type: none"> <input type="checkbox"/> responsibility for managing, monitoring and re-phasing of project budgets, with support of Head of Finance & Operations <input type="checkbox"/> with the Office Manager and Head of Finance & Operations, support Peer Power finance and fundraising through ensuring young people are paid for coproduction involvement and Peer Power are paid for coordination of this activity responsible for the recruitment, induction and support of the Peer Engagement team and volunteers to support our engagement and coproduction work, and deliver alongside them with young people as required <input type="checkbox"/> support with recruitment and supervision of engagement support staff including peer leaders, volunteers, internships, placements and apprenticeships <input type="checkbox"/> work alongside CEO, commissioners, Trustees and fundraisers to ensure the future sustainability of Peer Power’s work through identifying opportunities and developing new funding streams
<p>General</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Attend and be pro-active in team and one to one meetings and annual appraisals with the CEO. Participate in the annual appraisal processes in accordance with Peer Power policy <input type="checkbox"/> To maintain and develop organisational culture, values and reputation with all staff, associates and external stakeholders <input type="checkbox"/> To work with senior staff to provide leadership to the organisation and participate in strategic planning as required <input type="checkbox"/> To assist in the development of organisational policies and procedures <input type="checkbox"/> To positively promote and support the engagement of young people with the work of PP, being prepared to explain, adapt and collaborate with



	<p>young people to ensure their meaningful involvement in the organisation</p> <ul style="list-style-type: none"> <input type="checkbox"/> To live the values of Peer Power (Empathy, Respect, Fairness, Open & Honest and Positive) and to abide by them in the work setting through the policies and professional practice of your work <input type="checkbox"/> Uphold and work within Peer Power policies and procedures, including Equal Opportunities, Health and Safety and Child & Vulnerable Adult Protection policies <input type="checkbox"/> Undertake any other duties, as appropriate to the post, as delegated by the line manager. <input type="checkbox"/> Professionally and positively represent the organisation at all times. <input type="checkbox"/> Maintain appropriate confidentiality with young people, Board members, staff, and volunteers. <input type="checkbox"/> Attend and participate in appropriate internal and external events, meetings and training as agreed in advance <input type="checkbox"/> Work occasional unsocial hours, including evenings and weekends <input type="checkbox"/> Ensure the proper use and security of the premises including ensuring that any equipment and materials are looked after and stored safely. <input type="checkbox"/> Undertake any other duties and reasonable requests in keeping with the nature of this post and to support the charity.
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Person Specification

	ESSENTIAL	Desirable
Education	<ul style="list-style-type: none"> <input type="checkbox"/> A degree level qualification in youth work, social work, a social science or another relevant field or the vocational equivalent. 	<ul style="list-style-type: none"> <input type="checkbox"/> Qualifications/Training in Mental health, counselling, Coaching, Mentoring, Train the Trainer
Experience	<ul style="list-style-type: none"> <input type="checkbox"/> Minimum of 5 years' professional experience of working with young people in different settings <input type="checkbox"/> Outstanding track record of programme and project management experience, including monitoring, processes, managing budgets, reporting to funders, developing an 	<ul style="list-style-type: none"> <input type="checkbox"/> Experience of working with and sharing decisions with, under-supported young people with experience of health, justice and social care agencies <input type="checkbox"/> Experience of working with young people & agencies who have experienced



	<p>evidence base and delivering excellent performance against agreed targets and objectives.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Strong understanding and experience of the principles, practice and different approaches to peer support and youth involvement, including co-production, consultation and research, particularly within youth justice, mental health or social care agencies. <input type="checkbox"/> Thorough knowledge and understanding of developmental needs of young people: physical, social, emotional and mental health. <input type="checkbox"/> Demonstrable experience of engaging and connecting with young people relationally, building trust and supporting them to influence services (design, delivery and evaluation), particularly those least likely to engage, with experience of health, justice and social care services, and from marginalised and under-represented communities. <input type="checkbox"/> Demonstrable experience of effective partnership-working with a wide range of groups and organisations, including local Government and officials. <input type="checkbox"/> Demonstrable commitment to social justice, understanding of the effects of inequality, especially for young people, and a commitment to working to challenge discrimination. <input type="checkbox"/> Knowledge of Government policy related to youth justice, targeted youth support, youth mental health and children's social care services. <input type="checkbox"/> Experience of responsibility for 	<p>sexual assault, domestic violence, community violence</p> <ul style="list-style-type: none"> <input type="checkbox"/> Personal /lived experience of Adverse Childhood Experience (ACEs) and/or social injustice. <input type="checkbox"/> Experience of giving and/or receiving peer support <input type="checkbox"/> Experience of peer counselling, coaching and or socio-therapeutic approaches <input type="checkbox"/> Experience of working with funding bodies and fundraising <input type="checkbox"/> Experience of contract management including developing, managing, & reviewing contracts. <input type="checkbox"/> Experience of working with young people to support health & wellbeing
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	<p>safeguarding and child protection.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Understanding the need to ensure young people are involved, and share decision making, and are represented, at all levels within the charity. <input type="checkbox"/> Demonstrable knowledge of the impact of Adverse Childhood Experiences (ACEs) and trauma on child and adult development. <input type="checkbox"/> Demonstrable knowledge of wellbeing approaches that mitigate the impact of Adverse Childhood Experiences (ACEs) and trauma. <input type="checkbox"/> Demonstrable knowledge of Person Centred Approach/ Rogerian approach 	
<p>Skills & Abilities</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Experience of effectively leading and managing a team, specifically nurturing, supervising, inspiring and developing younger members of the team, as well as performance management. <input type="checkbox"/> Excellent time management skills and experience of prioritising effectively and working to strict deadlines. Able to self-motivate and work independently <input type="checkbox"/> Excellent IT skills (including Microsoft Word, Excel, Power point, website and social media tools). <input type="checkbox"/> Excellent report writing skills <input type="checkbox"/> Knowledge and understanding of a range of methods to ensure creative youth participatory engagement <input type="checkbox"/> Good written, verbal and influencing communication skills <input type="checkbox"/> Good problem solving and lateral 	<ul style="list-style-type: none"> <input type="checkbox"/> Knowledge of Psychological Informed Environments (PIE / healing communities <input type="checkbox"/> Knowledge of nurture and attachment theory <input type="checkbox"/> Knowledge of the impact of trauma and adversity on child & youth development <input type="checkbox"/> Knowledge of NVC or Compassionate Communication <input type="checkbox"/> Knowledge of contextual safeguarding



	<p>thinking skills</p> <ul style="list-style-type: none"> <input type="checkbox"/> Enthusiastic, positive and flexible team player with high expectations of self and others <input type="checkbox"/> Commitment to reflective practice <input type="checkbox"/> Good understanding of health & safety, diversity, equal opportunities, and confidentiality 	
Other	<ul style="list-style-type: none"> <input type="checkbox"/> Willingness to work flexibly and occasionally travel throughout England and Wales <input type="checkbox"/> Willingness to promote Peer Power's work and ethos, and a genuine commitment to our vision, mission, and living our values, particularly empathy. <input type="checkbox"/> Commitment to ongoing personal and professional development 	<ul style="list-style-type: none"> <input type="checkbox"/> Working on Mac based IT systems

Created December 2018



Policy Statement on Recruiting Applicants with Criminal Records

This statement sets out our approach to the recruitment of applicants with criminal records and should be read before completing the declaration of criminal records form:

We recognise the contribution that people with criminal records can make as employees and volunteers, and welcome applications from them. A person's criminal record will not, in itself, debar that individual from being appointed to a post at Peer Power. Suitable applicants will not be refused a post because of offences which are not relevant to, and do not place them at or make them a risk in the role for which they are applying.

All cases will be examined on an individual basis and will take the following into consideration:

- whether the conviction is relevant to the position applied for,
- the seriousness of any offence revealed,
- the age of the applicant at the time of the offence(s),
- the length of time since the offence(s) occurred,
- whether the applicant has a pattern of offending behaviour,
- the circumstances surrounding the offence(s) and the explanation(s) offered by the person concerned,
- whether the applicant's circumstances have changed since the offending behaviour.

Further advice and guidance on disclosing a criminal record can be obtained from [Unlock](#).

Process at Application Form Stage

Our work involves regulated activity with children, young people and vulnerable adults. It is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales).

We will ask you to declare at application form stage, the following:

- ✓ I am not barred or disqualified from working with vulnerable groups, children or young people.
- ✓ I am not subject to any sanctions or conditions on my employment imposed by the Independent Safeguarding Authority, Secretary of State or other regulatory body.



Process at Conditional Job Offer Stage

If you are given a conditional job offer at Peer Power, you will need to complete a Declaration of Criminal Convictions Form and complete a satisfactory Enhanced DBS and References check before the job offer is final.

Declaration of Criminal Records form – You will only need to complete this form if you are offered a post, and it can be returned under separate cover for confidentiality. Before completing, please re-read our policy statement on Recruiting Applicants with Criminal Records above and note that posts at Peer Power involve regulated activity with children, young people and vulnerable adults, therefore is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). You are not entitled to withhold information about police cautions, bind-overs, or any criminal convictions that would otherwise have been considered “spent” under the Act.

Disclosure and Barring Service - As an organisation working with children and young people, we do require all employees and volunteers to undertake a DBS disclosure at an appropriate level for their role. You will be asked to complete a DBS application form and provide the required ID during the recruitment process. Any information given to, or received by, Peer Power will be dealt with under controlled access and limited to those who are entitled to see it as part of their duties in compliance with the Disclosure and Barring Service Code of Practice.

If you are not successful in your application, all documentation collected for a DBS disclosure will be destroyed. If you are appointed to a position at Peer Power, we will submit your DBS application for checking. The resulting disclosure will be sent to you as the applicant and Peer Power requires that you produce this copy to management and confirm whether the information contained in it is accurate.

Equal Opportunities and Diversity – Peer Power is committed to implementing equal opportunities and promoting diversity in all its work. We welcome applications from a wide range of candidates, including those with criminal records. We believe that diversity in our workforce benefits the young people that we work with and enriches our organisation.



Disabilities - If you need any assistance to attend or participate in the recruitment process please get in touch by contacting the person named on the advertisement.

At interview stage you will be asked if you have any disability which would affect your ability to do the job, and, in compliance with the Disability Discrimination Act 1995, you will be asked what reasonable adjustments we might arrange to assist you.

Equal Opportunities and Diversity Monitoring Form - Please complete this form and submit with your application form as this assists with our analysis, and helps ensure we are not discriminating against any groups or individuals. The recruitment panel will not see this form which is for monitoring purposes only.

Data Protection - Peer Power is GDPR compliant

Alternative Formats - If you require any documents related to the application process in an alternative format, please contact info@peerpower.org.uk or call **0203 877 0880** to enable us to assist you.

Queries - If you have any queries about the post please email these to info@peerpower.org.uk or call **0203 877 0880** asking to speak to someone with regards to the role. We will do our best to speak to you immediately but sometimes this is not possible and in that case we will respond within 24 hours of your enquiry.