



Role Description – Youth Engagement Coordinator (Making It Matter Project)

Responsible to:	Learning Disability Sharing Best Practice Lead
Hours:	26 hours per week (0.7FTE)
Salary:	£23,573 Pro Rata (£34,000 FTE)
Contract:	Fixed term until 30 April 2031
Based at:	Office based or Southeast preferred with regular travel in Kent and London for engagement session with young people. Hybrid working will be considered. The CBF office is in Chatham (5 min walk from Chatham train station). Occasional UK wide travel required.

OBJECTIVES:

- Develop and deliver an individualised Youth Engagement Panel as part of Making It Matter, a flagship UK-wide project designed to increase the direct and meaningful involvement of young people with severe or profound and multiple learning disabilities who may display behaviour described as challenging and who have historically been excluded from engagement activities.
- Develop and use creative, accessible and individualised approaches to lead direct engagement with young people with severe or profound and multiple learning disabilities, alongside their families and circles of support. A Youth Panel Working Group exists to provide advice and guidance on appropriate approaches.
- Work with colleagues to translate learning from the Youth Engagement Panel into meaningful influence at every level, from young people's individual decision-making to national policy and strategic change.
- Support the planning, coordination and delivery of twice-yearly online Community of Practice events that share learning and strengthen best practice.
- Promote evidence-based best practice that improves support and outcomes for people with severe learning disabilities whose behaviour may challenge.



RESPONSIBILITIES:

Responsibilities will include:

1. Plan, develop, deliver and review the Youth Engagement Panel, ensuring it supports the aims and outcomes of the Making It Matter project.
 - a. Recruit, establish and sustain the panel, creating and using inclusive and individualised opportunities for young people with severe or profound and multiple learning disabilities to participate meaningfully.
 - b. Build trusted relationships with young people, families, circles of support and partner organisations, recognising families and supporters as key partners in enabling participation.
 - c. Follow specialised methodology and approaches to plan and facilitate creative, accessible and person-centred engagement sessions that reflect each young person's preferences, strengths and support and communication needs. Tailoring engagement sessions to take place at a time and place that is most suited to the young person, this may include at home, at school or college, or in the community.
 - d. Ensure engagement is safe, ethical and inclusive, working in line with relevant safeguarding, consent, confidentiality and data protection requirements. Including completing robust consent, best interest and legitimate interest processes with youth panel members and their families.
2. Capture, analyse and communicate learning from the engagement with the Youth Panel in accessible formats including videos and photos, ensuring young people's contributions are represented accurately and respectfully. Identify and share the experience, preferences and views of the youth panel to influence individual decisions, organisational practice, the Challenging Behaviour National Strategy Group and wider policy and strategy.
3. Co-ordinate and facilitate the youth panel and network working group, including preparing agenda and meeting papers, facilitating the meeting when required, and carrying out follow up actions to include the working group members input in the delivery of the youth panel work.



4. Attend and contribute to wider project meetings including the project steering group meeting, the training workshop working group, team meetings and meetings with other internal teams such as policy, family support and communications.
5. Develop and maintain effective relationships with internal colleagues, funders, project partners and external stakeholders, providing clear reports, updates and presentations as required.
6. Support the development, promotion and delivery of resources, workshops and other learning opportunities that help organisations engage more effectively with young people who have severe or profound and multiple learning disabilities.
7. Plan, coordinate and support the delivery of twice-yearly online Community of Practice events, including co-ordinating speakers, contributors and attendees, providing accessible materials, event communications and follow-up activity.
8. Share evidence, learning and examples of effective practice through relevant networks and communications, promoting improvements in support and outcomes for people with severe learning disabilities whose behaviour may challenge.
9. Potential to line manage the Project and Events Intern creating a supportive learning environment that enables them to build their skills, knowledge, confidence and experience.
10. Undertake other reasonable duties consistent with the scope and level of the role, as agreed with the line manager.

Interview Date

Interviews will be held online on Wednesday 11th November.