

Youth Voice & Influence Officer

Candidate Pack June 2026



Welcome from our CEO

Dear Applicant,

Thank you for your interest in the National Youth Agency (NYA).

The NYA is both the steward and champion for youth work and young lives are increasingly complex, as they transition from child to adulthood in a society shaped by rapid technological advancements, social change, climate change and unprecedented global challenges. The digital era has transformed communication, education, and employment, presenting boundless possibilities, yet also giving rise to concerns about screen time, online safety, and digital wellbeing. Furthermore, the Covid-19 pandemic has underscored the significance of resilience, adaptability, and mental health support for young people.

In these ever-changing times, the NYA remains adaptable, innovative, and responsive to the evolving needs of our young people and the extraordinary youth workers who support them. We believe in the power of youth work to help shape the future of young lives.

We are looking for candidates like you, who are passionate about the work we do. As part of the NYA team, you'll have the opportunity to help imagine and realise a stronger and more positive future for young people. You'll be committed to our mission and values and expand the range of skills and experiences within the organisation. We particularly welcome applications from candidates who will help NYA better reflect the diversity of the youth sector.

If you believe you possess the attributes, skills, and knowledge that would benefit our development we are excited to hear from you. We're committed to help you with your development, and the successful candidate will receive a full induction programme on all aspects of the NYA.

Join us and help us to continue transforming the lives of young people through youth work.

Yours faithfully,

Leigh Middleton
CEO



About Us

All young people deserve a productive, fulfilling future. Society needs the spark and energy of young people to make it tick, yet somehow thousands of young people feel blocked by the complex, sometimes disheartening challenges the modern world throws at them.

Youth work is the best methodology to unlock young people's potential by providing high quality support and opportunities. Skilled youth workers build relationships that support young people to explore their personal, social, and educational development. Youth work enables young people to develop their voice, influence, and place within society.

As the national body for youth work, NYA has a dual function. We are the professional, statutory, and regulatory body (PSRB) responsible for qualifications, quality standards and safeguarding for youth work and services in England. In line with our charity mission and aims, we also champion youth work through research, advocacy, campaigns, and programmes.

We work in partnership and believe in collaborative leadership, listening to youth workers and the youth work sector so that we can understand their needs and respond to the challenges they face. **We are ambitious for youth work and for young people** and integrate youth voice and influence across our work

NYA continues to work closely with government to inform policies with young people, and in support of regional youth work units, local authorities, and voluntary services across communities. We lead on workforce development for qualified youth workers, volunteers, and related professions.

The NYA places young people at the heart of all we do. That is why today 34% of our employees are young people collaborating to help make the big decisions that affect them.



OUR VISION

A world where every young person can access youth work



OUR MISSION

Enable more people to deliver great youth work



OUR PURPOSE

Enable great youth work to happen by setting the standards, growing the capacity and building the case to improve the quality and quantity of youth work in England

Our values



COLLABORATIVE

We connect to share, learn and grow. We know that together we are greater than the sum of our parts.



DETERMINED

We are ambitious for youth work and for young people and push ourselves to overcome barriers and open up new opportunities.



INCLUSIVE

We embrace, respect and value diversity in all its forms and act in a way that demonstrates this in all we do.



AUTHENTIC

We say what we believe and follow it up with action.



BOLD

We are evidence-informed and innovate to push boundaries.

Programme Directorate Overview

The **Programme Directorate** leads the design, delivery, and oversight of programmes that directly benefit young people and strengthen the youth work sector. With a commitment to quality and efficiency at the core of our work, we ensure resources from multiple funders are invested where they have the greatest impact.

Our collaborative, agile team delivers a high volume of contracted and grant work, engaging partner organisations to broaden expertise and reinforce the fabric of youth work across England. By creating opportunities that build confidence, skills, and improved life outcomes for young people,

We work hard, and we are committed to doing our best for youth work and young people at all times.

We create the conditions for great youth work to happen.

About the role and responsibilities

Purpose of Role

To support the delivery of high-quality, inclusive Youth Voice & Influence (YV&I) initiatives across the NYA, ensuring that young people are meaningfully involved in shaping programmes, influencing decisions, and leading their own advocacy. The YV&I Officer will engage directly with young people and stakeholders, lead on smaller projects and/or individual programme work strands, support internal teams, and contribute to achieving the NYA's mission of empowering young voices. This vacancy will have a primary focus on delivering the UK Youth Parliament programme and flexibility to respond to organisational need.

Responsibilities will include:

1. Deliver Against Key Performance Indicators (KPIs)

- Work with your line manager to define clear KPIs that align with NYA's strategic goals.
- Consistently deliver activities to a high standard within agreed timelines.
- Monitor and report on progress against KPIs, identifying challenges and proposing solutions.
- Support the evaluation of youth engagement programmes to promote continuous improvement.

2. Youth Voice Engagement and Delivery

- Lead and support the delivery of Youth Voice & Influence activities and events.
- Actively engage young people in shaping programmes, campaigns, and decisions.
- Facilitate inclusive, youth-led events, workshops, and forums.
- Ensure accessibility and inclusivity, especially for marginalised or underrepresented groups.

3. Flexibility and Support Across NYA Teams

- Provide flexible support across NYA teams to embed youth voice across organisational activities.
- Collaborate with colleagues to integrate youth input into wider initiatives.
- Share youth engagement expertise with other departments.
- Offer capacity where needed to maintain a consistent youth voice focus.

4. Building Relationships with Young People and Stakeholders

- Develop and maintain trusted relationships with young people and partner organisations.
- Provide support, guidance, and opportunities for young people to participate confidently.
- Foster inclusive and respectful environments for youth engagement.
- Collaborate with external stakeholders to increase youth influence on decisions.

5. Collaboration and Teamwork

- Work alongside other YV&I practitioners and teams to ensure consistency in YV&I work.
- Share best practices and contribute to a collaborative learning culture.
- Provide feedback from young people to shape new initiatives, campaigns, or policies.
- Engage in team meetings and professional development activities.

6. Monitoring, Reporting, and Feedback

- Maintain accurate records of YV&I activities, feedback, and outcomes.
- Assist with collecting and analysing data to evaluate programme impact.
- Contribute to internal and external reporting, presentations, and updates.

7. Supporting NYA's Strategic Goals

- Align all YV&I work with NYA's strategic vision of youth empowerment.
- Stay informed of youth sector trends and policy developments.
- Promote inclusion, equity, and diversity across all youth engagement efforts.

No two days are the same in the NYA. We are creative, responsive and flexible, and work together to achieve our goals set out in the 10 Year Vision for Youth Work.

About You

Our ideal Youth Voice & Influence Officer should have the following:

- Proven experience working with young people, youth organisations, or community initiatives focused on youth engagement.
- Strong interpersonal and communication skills; able to motivate and relate to young people from diverse backgrounds.
- Experience with cross-partnership working and communicating with people at all levels.
- Experience in planning and delivering youth-led projects, workshops, or events.
- Experience maintaining accurate records of activities, outputs and feedback and contributing to reports.
- Experience working with project management software.
- Collaborative team player with a willingness to share knowledge and support colleagues.
- Highly organised, able to manage multiple tasks, competing priorities and meet deadlines.
- Proactive and flexible, able to adapt to changing priorities and organisational needs.
- Travel and occasional overnight stays will be required to support delivery of face-to-face events with young people, team planning days and conferences.

Desirable skills and experience:

- Possesses experience in national youth policy and local service structures.
- Collaborating with external organisations and funders.
- Engaging marginalised or underrepresented young people.
- Applying monitoring and evaluation techniques in youth work.

In Addition

As the role will involve direct work with young people the successful candidate will be subject to an Enhanced DBS Check prior to starting their employment.

Our Commitment to Equality, Equity, Diversity and Inclusion

The National Youth Agency is an equal opportunities employer. Committed to equal opportunities policies. We welcome applications from all backgrounds so that our team mirrors the community we serve. We welcome applications from anyone regardless of disability, ethnicity, heritage, gender, sexuality, religion, socio-economic background and political beliefs.

We are committed to providing an inclusive experience for all those who want to apply, and we are committed to removing any barriers in our recruitment processes. So, during the application process we commit to:

- Paying for childcare whilst you are at interviews where these take place in person.
- Paying for your travel costs to the office and back for interviews held in person.
- Making any reasonable adjustments – for example ensuring sign language interpreter organised in advance if you'd like them.
- Providing this document in a word document format readily available to download.
- Offering a guaranteed first stage interview with for disabled candidates who meet the minimum requirements for the role.

Why work for us?

Our team members rated NYA **9 out of 10** as an employer **90%** would recommend working at NYA to their friends and family.

What our team say about working at NYA*:

'A great environment to work, with colleagues who I care for & who care about me'

'I feel INCREDIBLY supported & grateful to work for this fantastic organisation'

'Always willing to listen, providing trust & freedom as an employer'

*Source: NYA staff survey November 2023

- NYA operates as a people-first organisation, prioritising the well-being and needs of its employees.
- NYA offers an exceptional flexible working approach which encourages our team to balance professional responsibilities with their personal life.
- Predominantly a remotely based team, spread across England, fostering inclusivity and diverse talent. Despite geographical distances between team members, NYA maintains a highly motivated and connected team through the optimisation of digital tools.
- At NYA we have a shared vision and objectives and our team often express how our supportive work culture increases motivation and promotes teamwork and productivity.
- NYA is committed to supporting the continual personal and professional development of our team and helping them achieve their ambitions.
- We provide 25 days leave plus 8 days, life assurance scheme, 5% employer pension contribution and a comprehensive Employee Assistance Programme with unlimited specialist support.

Additional Information & How to Apply

Location – Home based/remote working

NYA has its home in Leicester which is available for staff to work or host meetings. The whole team come together throughout the year for relationship and team-building events. This role may require travel to meetings, events and conferences at times.

Remuneration

£36,050 per annum (dependant on experience and qualifications).

Terms of Appointment – Fixed-Term until 30 April 2027

An offer of appointment will be made once candidates have been interviewed and will be subject to satisfactory completion of eligibility checks, including references, UK Right to Work and Enhanced DBS checks. If you are offered an appointment, you will receive a detailed summary of your main terms and conditions within your contract of employment. All roles have a six-month probationary period.

Hours

Full-Time 37 hours per week, flexible working.

Safeguarding

This role is subject to the provision of all child protection legislation, and all policies governing staff that work with children and vulnerable adults.

Our Support for You

We will provide a full induction and supported journey into the role.

If you wish to apply for this position

Please apply by completing this [application form](#) which will ask you to:

- Answer several questions to help highlight your suitability for the role and how you meet the requirements in the **About You** section. **Please note that these questions must be answered for your application to be considered.**
- Upload a detailed CV outlining your career history, roles, responsibilities and achievements.
- Complete a diversity monitoring – This is optional, and your data will at no time be connected to you or your application.

If you experience any difficulties applying via our online application process, please send the above documents via email to recruitment@nya.org.uk

Closing date: 23:59 on 14th June 2026 (we reserve the right to close this vacancy early)

Interviews: Week commencing 6th July 2026

More about us

Discover more about the National Youth Agency and our work at: nya.org.uk