Engagement Officer

Reporting to: Head of Community, Impact and Systems
Liaison with: Members of staff, all young people, referring partners
Contract period: Full time, initially 12 months contract
Salary Range: £25,000
Usual working hours: 9.30am – 5.30pm
Location: West London

Introduction
British Exploring Society is a world class youth development charity with a unique heritage, founded on the belief that challenging experiences can define lives, empowering and equipping young people with the courage, integrity, skills, resilience and motivation to make the most of their future.

We prepare young people for expeditions to remote locations where they face challenges, acquire outdoor skills and learn about themselves - as well as undertaking projects with content relevant to their lives and to the fragile environments that they explore.

The results are transformative – not just in terms of practical skills and resilience, but in a new-found confidence and self-belief which they carry forward to their future life. More than this, through their adventure together, our young people forge friendships for life and become part of a unique supportive and continuing community of explorers with shared experiences, values and perspectives on the world.

The role – introduction and purpose
We are seeking applications for an Engagement Officer to work with our young people. You will help them with individual target setting, communication skills and the development of new skills to support their successful fundraising and preparation in the lead up to their expeditions. This is a new role for us and reflects our change in strategy to greatly increase the number of marginalised young people we reach. As a new role the successful candidate will play a role in shaping the post.

Our commitment is to provide young people from a wide variety of backgrounds and starting points an opportunity to develop stand-out skills and the confidence they need to succeed in life. As part of their participation on one of our programmes, we ask young people to fundraise for British Exploring Society to enable us to support more young people in future – part of our commitment to sustainable impact. You will provide bespoke support to young people (14–24-year olds), helping them step by step to understand and apply new skills to achieve a set fundraising target and prepare for their expedition. These skills can be applied in many work sectors and will support young people in their future careers.

With a relevant background, qualification and/or experience in youth, teaching, training and/or youth employment work, you will be skilled at shaping and driving innovative, high-quality provision to support our young people. You will enjoy supporting young people to enable themselves, and to achieve targets. You will be adept at providing
engaging approaches for them to acquire skills which are likely to lead to improved education, employment and training outcomes in future.

Job Description:

Core responsibilities include:

- To help young people throughout the course of a programme to develop their professional skills, confidence, prepare for expedition and to meet agreed personal fundraising targets
- To be the first point of contact for all pre-expedition professional skills development queries from young people
- To benchmark needs, goals and skills for each young person using agreed impact measurements
- To design engaging resources and deliver training and support for each young person focused on fundraising and expedition preparation (fitness, personal kit, vaccinations)
- To support young people to develop a fundraising and preparation plan to ensure they meet their fundraising target and are ready to go on expedition
- To track and report progress with each young person
- To work alongside referral partners and friends and family to ensure appropriate levels of support for each young person
- To ensure that all young person’s fundraising activity and preparation is appropriate, safe, in keeping with good practice, our own policies and legislation.
- Liaise with key British Exploring Society team members to ensure positive outcomes before during and after programme delivery
- Maintaining positive engagement through the creation of social posts, newsletters and other resources
- Design and deliver top-level reporting as agreed with Line Manager/any funders as required
- Progress/recommend any validation/accreditation which might add value to our skills development programme
- Ensure accurate and up-to-date reporting on all elements of our professional skills development programme.
- To support the fundraising team with data and case studies for funding reports and bids

Person Specification;

You will have the ability to form close and effective relationships with young people from a wide range of backgrounds, and be adept at providing support, guidance and, if necessary, challenge. You will be able to provide energy and encouragement throughout the fundraising and preparation process for the young people you support, identifying and tackling issues with them as they go.

You will be adept at working in a multi-disciplinary team, reflective, able to share your insights about the needs and talents of the young people you are working with
appropriately with other members of the recruitment and expeditions team, to ensure the best possible outcomes for every young person we work with.

**Education and Knowledge:**

- Educated to at least degree level or equivalent (essential)
- English and maths to at least GCSE or equivalent (essential)
- Competence in all standard office IT packages (essential)
- Teaching, mentoring or coaching qualifications (highly desirable)
- Qualification in Youth Work (desirable)
- Training in financial literacy and competence (of interest)
- Training or qualification in fund-raising (of interest)

**Essential Experience:**

- Delivery of a coaching programme with young people between 14 and 25 which includes financial literacy/setting targets/presentation and communications/fund-raising
- Work with young people from a wide range of backgrounds, including those facing significant disadvantage.

**Desirable Experience:**

- Substantial youth and community work experience, either paid or voluntary
- An understanding of the principles of ethical fundraising.

**Person specification and behaviours:**

In addition to work experience and qualifications we would expect to see evidence of:

- A strong commitment to young people and an understanding of the factors affecting them
- Excellent interpersonal skills, an open, collaborative, engaging style with the ability to establish good relationships with young people and other stakeholder groups;
- Patience, tolerance and flexibility – and the ability to manage shifting organisational priorities appropriately
- A sense of adventure and a willingness to try new things - and empathy with the aims and outcomes of our organisation
- Formal communication skills for presentations and report writing
- Performance- and target-driven behaviour and the ability to deliver to schedule
- A commitment to transparency and high standards
- Ability to work independently, and to self-start
- Considerable resilience, a positive team player who responds well to challenge, feedback and opportunities, with an ability to work under pressure and prioritise workload.

Appointment to this role is subject to an enhanced record check through the Disclosure and Barring Service (DBS).
British Exploring Society is committed to equal opportunity and to building an executive and volunteer team that together represent a diverse variety of backgrounds, skills and perspectives in the world. The more inclusive we are, the better we think we’ll be at delivering our charitable aims.

**Working Hours**

This is a full-time position based at the British Exploring Society offices in the Royal Geographical Society building in South Kensington, London. Normal office hours are Monday to Friday, 09:30 – 17:30 with a one-hour lunch break.

The charity runs several weekend trainings events, and some evening events. The successful applicant might be asked to take part in out of hour events as a member of support staff – including at residential activities over a weekend - and will join the Duty Phone roster – for which full training is given.

**What happens next?**

Please send your CV and cover letter of no more than 2 sides of A4 explaining your suitability for the role to: Kate Suart, Head of Community, London SW7 2AR or email kate@britishexploring.org

Shortlisted candidates will be invited for interview.

In your application please let us know if you have any accessibility requirements, or if you need us to make any adjustments to the interview process. Thank you.

Closing date and time for receipt of applications: **Friday, 9am 27th March 2020**.

We will be conducting interviews at the charity’s London offices.
We regret that only shortlisted applicants will be contacted.