

Job Description and Person Specification

Job title: Challenge and Change Officer
Reports to: Youth Engagement Manager
Location: Hybrid, minimum 2 days per week in our office in London
Hours: Part-time, 4 days (30 hours) per week. Occasional work outside of office hours, with time off in lieu
Contract: 2-year fixed term, part-time
Salary: £21,600 – £23,200 (£27,000 – £29,000 full time equivalent)
Benefits: 25 days annual leave plus bank holidays (pro-rata), 5% pension contribution, employee assistance programme, flexible working, amongst others. Click [here](#) to find more information on our commitments and benefits.

Application deadline: Sunday 16th February 2025 by 11:30pm
Interview dates: Week commencing Monday 3rd March 2025

Blaggrave is a disability friendly employer. Please contact Valeria at hr@blagravetrust.org if you have any questions or would like to receive this document in a different format.

This role is subject to a Basic DBS check and 2 references. Candidates must be eligible to work in the UK.

What we do

The Blaggrave Trust is a charity funding and collaborating with partners to bring lasting change to the lives of young people. We invest in them as powerful forces for change and act upon their right to be heard in pursuit of a fair and just society. We fund work nationally, as well as having a specific focus on several counties in the South East of England. You can read our full 2022 – 2026 strategy [here](#).

We are committed to centering the voices of those we seek to serve. Our board and staff team have relevant lived and learnt experiences to help us fulfil our mission. We listen to the communities we seek to serve both directly and broadly to have as accurate of an understanding as possible about the issues that those we're here to serve are facing.

About Challenge and Change

History illuminates the capacity and courage of young people to drive positive change in the world, but for far too long their ideas have been restricted or constrained within the structures of the broader social sector. Power is often held by non-youth led social purpose organisations – be they funders, charities, enterprises, or public bodies – that end up speaking on behalf of young people and controlling or containing their ideas about what change is needed and how to make it.

Challenge and Change sets out to address this by moving decision-making power and resources to young people (18-25 years old). It is intended as a youth-led fund dedicated to supporting the limitless energy of young changemakers who are affected by injustices and working tirelessly across England to create positive change. The fund's charitable purpose is 'advancement of citizenship'. Challenge and Change was designed in partnership with The Centre for Knowledge Equity, who we still partner with on the programme. You can learn more about the Centre for Knowledge Equity [here](#).

We are now moving into the third iteration of the fund as the impact has been incredible, as shown below through an extract from one of our most recent learning reports.

"Having that financial compensation is amazing because it's like the first time I've properly been paid for my campaigning work in my life and I've been doing this for about ten years at this point."

Get to know more about our Challenge and Change partners [here!](#)

About the role

The Challenge and Change Officer will co-ordinate and support the delivery of Challenge and Change, providing pastoral support for partners and holding relevant grant relationships whilst gathering and sharing learning. You will be a member of the Grants team and may be involved in occasionally supporting other programmes, as well as being a member of the safeguarding team.

Job description

With oversight and support from the Youth Engagement Manager, to **coordinate** the Challenge and Change programme (C&C). This will involve the following:

Building & holding relationships:

- Build, maintain and hold the relationships with the young people we will fund directly as part of Challenge and Change, including frequent travel across England to meet them in person, to gather insights on their impact and learn more about their work.
- Work alongside those we fund, supporting them to build their networks and knowledge to enable them to ensure the sustainability of their work.
- Liaise with our Advisers who have been driving some aspects of this work, ensuring they are aware of how the programme is progressing so they can continue to input into how the programme is run.
- Develop strong working relationships with peers at organisations that deliver other youth-led change programmes, gathering learning, sharing news and writing regular updates.

Programme/initiative design & delivery:

- Play a key role in developing and monitoring a support offer for the Challenge and Change programme, alongside the advisers, Centre for Knowledge Equity and those we fund.
- Support the development, design and delivery of Challenge and Change, including conducting due diligence on grant partners.

Event planning & delivery:

- Support colleagues in developing events for youth-led change programmes.
- Support with the co-ordination of advisers, Blaggrave and Centre for Knowledge Equity to deliver events for the Challenge and Change cohort.

Administrative / grants team tasks:

- Maintain good record keeping of all paperwork associated to the C&C programme on Salesforce (CRM system), including grant agreements, narrative and financial reports to ensure timely and effective tracking of applications and grants; support the administrative process of making payments.
- Contribute to board papers and regularly participate of board meetings.
- With support from your line manager, be the central point of coordination, monitoring and communication of C&C.
- Play a role in communicating the work of this programme – via blogs, tweets working closely with the comms officer and those we have funded.
- To play an active part in the grants team by:
 - contributing to team learning and best practice particularly around funding for young people directly.

- participating in grants practice meetings, reviewing systems and processes to improve practice.

Learning:

- Monitor the progress the partners make, supporting the developing of our work around what success in this area looks like for partners and for Blaggrave.
- Support the Youth Engagement Manager to share learnings from the programme/s with the wider funding sector and change ecosystem, advocating for youth-led change.
- Play a key role in sharing learning internally, with advisers and The Centre for Knowledge Equity, and working to support the understandings of the Blaggrave team around the needs of young people.
- Actively attend sector and youth-led change meetings, networks and events to contribute to Blaggrave's evolving practices and understandings when it comes to funding young people's work. This includes attending the events led by Lived Experienced leaders themselves.

Safeguarding:

- As a member of the safeguarding team, play a key role in the safeguarding duties in addition to attending regular safeguarding training and supporting to strengthen Blaggrave's safeguarding culture.

General:

- Provide general support across Blaggrave where additional capacity is needed.
- Represent the Blaggrave Trust externally at meetings with partners, contractors and peers as required.
- Show an active commitment to anti oppressive and anti-racist practices including attending organisational training and reflection sessions to implement into your work and Blaggrave's wider work.
- Attend regular training to support learning and development.

Person specification

We are looking for someone with experience not only of working with young people, but with direct experience in the social justice spaces and/or in the role young people can play in long-term change. For example, you could be a youth worker who has supported youth-led change or a youth worker who was part of social justice movements. We do not expect you to have experience of being a grant-maker though having interacted or worked with funders would be desirable.

	Cover letter & CV	Interview
Essential skills, knowledge and experience		
Youth work experience	✓	✓
Direct experience of campaigning/community organising or knowledge of how change happens, and/or supporting social change initiatives.	✓	✓
Understanding of children and adult safeguarding.	✓	✓
Experience of working with and holding relationships with a range of internal and external partners.	✓	
Proven organisational and administrative skills.	✓	
Proven track record in analysing and summarising information, able to produce progress updates, working with excel spreadsheets where necessary	✓	
Strong communication and inter-personal skills.	✓	✓
Self-motivated, able to work in a fast-paced environment efficiently and independently, but also within a team.	✓	
Able to synthesize and communicate complex information.	✓	✓
Desirable skills, knowledge and experience:		
Experience facilitating or convening people around issues	✓	
Experience and understanding of grant-making either as a grant-holder (with experience of liaising with funders and working through their process) or having worked for a funder.	✓	
Experience using CRM software e.g. Salesforce.	✓	

Essential values:	✓	
Strong belief in Blaggrave’s core mission and values, including a commitment towards equal opportunities.	✓	✓
Great team player, flexible, with the ability to support and engage in team and cross disciplinary working.	✓	
Empathy and respect for the lived experiences of those young people we serve.	✓	

Candidates must be eligible to work in the UK. This role is subject to a Basic DBS check and 2 references.

To apply, send your CV and cover letter of maximum 2 pages to hr@blagravetrust.org by Sunday, 16th February 2025. Please use subject title: C&C Officer.