Youth Engagement Executive

Reporting to: Youth Engagement Manager
Location: Broxbourne, Hertfordshire
Hours: 35 hours per week
Salary: £24,000- £28,000 FTE

Who we are:

Teens Unite is leading the way in youth cancer support.

We're an energetic, ambitious and dynamic charity improving the lives of 13-24-year-olds living with, and beyond, cancer. We're not here to cure cancer. We're here to empower young people to rebuild their lives and thrive beyond a diagnosis by taking part in our specialist activities, programmes and residential stays.

This is an incredibly exciting time to join our team. Demand for our support is growing rapidly, with a 48% increase in young people registering over the last 12 months.

As we grow, we're embarking on our most ambitious chapter yet: building the first purpose-built retreat in England for young people overcoming cancer. This pioneering, first-of-its-kind development will transform the support available to young people for generations to come.

We're looking for an enthusiastic, creative and people-focused Youth Engagement Executive to play a vital role in delivering life-changing opportunities for the young people we support. Combining excellent relationship-building skills with a passion for wellbeing, creativity and youth engagement, you'll help develop and deliver a varied programme of activities, workshops and experiences that build confidence, create connections and support young people to thrive. You'll play a key role in making sure every young person has the opportunity to feel included, supported and part of a community of people who get it.

Who you are:

You're creative, proactive and passionate about creating opportunities that young people genuinely want to be part of. You're someone who brings ideas to life, enjoys building relationships and isn't afraid to think outside the box.

You understand that support doesn't always have to look like support. Sometimes it's trying something new, discovering a creative outlet, meeting people who just get it or having something exciting to look forward to. You recognise the importance of creating spaces where young people feel comfortable, included and able to be themselves, while understanding when someone might need a little extra encouragement or support.

You're approachable, empathetic and confident building meaningful relationships with young people. You're organised, enthusiastic and happy taking ownership of projects, from coming up with the initial idea to bringing the right people together and delivering an experience young people will remember.

Most importantly, you're passionate about young people's wellbeing and want to help them feel connected, supported and confident, supporting them to thrive, not just survive, beyond a cancer diagnosis.

The role:

Cancer can affect every part of a young person's life, from their mental wellbeing and friendships to their confidence, identity and sense of independence. These impacts don't necessarily end when treatment does.

As part of our Beneficiary Services Team, you'll lead the planning and delivery of a dynamic annual programme of in-person and digital activities, with a particular focus on our Be Creative and Be Uplifted pillars of support.

From creative workshops and wellbeing experiences to confidence-building sessions, exclusive brand experiences and opportunities to try something completely new, you'll help create a programme that reflects what young people actually want and need.

We deliver more than 80 events and activities each year. You'll play a key role in making these experiences engaging, inclusive and impactful, while helping us reach more young people across the UK.

Main responsibilities:

- Welcome and onboard new young people, ensuring they have a positive first experience with Teens Unite and capturing key information.
- Build relationships with young people and their families, acting as a key point of contact and helping them feel connected to our community.
- Lead our Be Creative pillar, delivering opportunities to explore creativity, discover new interests and express themselves through experiences such as art, cooking, fashion, photography, music and content creation.
- Lead our Be Uplifted pillar, creating experiences focused on wellbeing, confidence, self-esteem and positive mental wellbeing.
- Develop exciting partnerships with brands and organisations, including Odd Muse, Amazon, Warner Bros and Tottenham Hotspur, to create memorable experiences for young people.
- Plan and deliver a varied programme of engaging in-person and digital activities, from initial ideas through to delivery and evaluation.
- Promote opportunities through direct communication, newsletters and social media to encourage participation and reach more young people.
- Deliver hospital visits across the UK, providing engaging activities and raising awareness of Teens Unite's support.
- Champion inclusion and accessibility, ensuring activities reflect the diverse needs, interests and experiences of our community.
- Support families, developing opportunities for parents and siblings to connect and access support.
- Measure impact, gathering feedback and using young people's voices to shape and improve our programme.

What we offer:

When joining Teens Unite, you can expect:

- ·To be part of an inclusive, creative, and forward-thinking team environment.
- To collaborate with high-profile influencers, podcasters, and brands including Tesco, Google, TikTok, Tottenham Hotspurs, Warner Bros and more
- To join a charity in a strong period of growth. You'll be part of a team leading the way in physical and social support for teenagers and young adults affected by cancer - with a proven and measurable positive impact.
- 33 days' annual leave (including Bank Holidays), plus Christmas office closure and summer working hours.
- Company-contributed pension scheme.
- Free on-site parking.
- The chance to take ownership of impactful projects that directly make a positive impact on the lives of others.

Our expectations:

The ideal candidate will be:

- Passionate about young people: motivated to make a tangible difference to the lives of young people living with and beyond cancer.
- Creative and full of ideas: able to identify exciting opportunities and turn them into engaging activities and experiences.
- Organised and proactive: confident managing multiple projects, coordinating logistics and delivering activities from start to finish.
- A confident communicator: able to build relationships with young people, families, colleagues and external partners.
- Collaborative and relationship-focused: comfortable working with brands, businesses, facilitators and volunteers to create opportunities.
- Flexible and adaptable: happy to travel, work occasional evenings and weekends, and respond to the changing needs and interests of young people.

Desirable:

- A full, clean UK driving licence.
- Qualifications or experience in youth work, social care, family support, or community projects.

We're looking for someone with the right attitude, ideas and passion for making a difference.

Our Commitment to Diversity, Equity, and Inclusion

Teens Unite is committed to ensuring a diverse, inclusive, and respectful workplace. We value and celebrate differences in identity, background, and perspective, and we actively work to remove barriers in our recruitment process.

Accessibility: If you need adjustments or accommodations during the application process, please let us know.

Summary of Key Milestones

Application Closing Date: Sunday 22nd November
Interviews: From Wednesday 25th November
Should a suitable candidate be found prior to the closing date, applications will close early.

To apply:

Email your CV, along with a covering letter outling your passion and interest in the role, to careers@teensunite.org.
Please include 'Youth Engagement Executive' as the email subject.

This position is subject to an enhanced criminal record check for successful candidates.