



YOUNG ENTERPRISE JOB DESCRIPTION Policy and Public Affairs Officer

Job Title	Policy and Public Affairs Officer
Department	External Affairs and Marketing
Salary	£28,860 - £35,000 per annum (pro rata for part-time)
YE Pay Grade	4
Hours	Full-Time, 37.5 hours / 5 days per week or Part-Time, 30 hours / 4 days per week will be considered
Reporting To	Policy Lead
Contract Type	Fixed-Term for 12-Months (potential to extend subject to funding)
Direct Reports	None
Location	Hybrid (Work from our London Office a minimum of 8 days per month minimum)
Who We Are	<p>We're Young Enterprise – a national charity with a bold mission: to give every young person the skills, confidence, and mindset to thrive in the changing world of work.</p> <p>For over 60 years, we've empowered more than 7 million young people through hands-on enterprise and financial education programmes. Whether it's launching a student business or learning how to manage money, we help young people develop key life skills—teamwork, leadership, problem-solving, and resilience.</p> <p>We're a passionate, down-to-earth team of 90+ staff and 2,000+ volunteers who believe that every young person, regardless of background, deserves a fair start in life.</p>
Purpose of the Role	<p>This is an exciting new role at a pivotal moment for Young Enterprise, as our policy and public affairs work grows in ambition, scale and impact. As Policy and Public Affairs Officer, you'll play a key part in shaping how YE amplifies the voices and experiences of the young people we serve. You will contribute to driving meaningful change in policies relating to education, skills and financial capability. It's a role that would suit a creative self-starter who is passionate about opportunities for young people, enjoys thinking strategically, and brings energy, curiosity and organisation to fast-moving work. You'll need a strong interest in advocacy, political analysis, research, excellent writing and communication skills, strong organisational and event management skills, and a willingness to learn. We welcome candidates from a wide range of backgrounds, whether through degrees, internships, voluntary work, research projects or other career paths, who are excited to contribute, collaborate and grow within a supportive and dynamic team.</p>

A few practical things

- This role is hybrid to our London Office in Brunswick Square, with a minimum requirement of 8 days in the office per month.
- This role will be required to travel to Westminster for relevant policy meetings and events.
- This role will include occasional travel to other parts of the UK, and occasional evening and weekend work for events, for which Time Off In Lieu is provided.



Key Responsibilities

- **Monitoring and supporting policy development and analysis:** Monitoring developments across relevant education and skills policy areas, identifying implications for young people and Young Enterprise (YE)'s work, supporting the development of YE policy positions by conducting research and analysis, summarising publications, and ensuring policy thinking is informed by strong evidence and external insight.
- **Supporting stakeholder engagement and public affairs activity:** Contributing to mapping, maintaining and developing relationships with key stakeholders across parliament, government, education bodies, business and the voluntary sector. Assisting with YE's parliamentary and stakeholder engagement programme, including preparing briefings, correspondence and organising events.
- **Events and administration support:** Supporting the organisation and smooth running of policy events, parliamentary meetings and stakeholder roundtables. This includes managing contact lists, invitation processes, briefings and supporting with the design and on-the-day running of key policy and public affairs events in a range of environments.
- **Contributing to campaigns and influencing activities:** Assisting with the planning and delivery of YE campaigns around key policy priorities, including producing campaign materials, coordinating stakeholder contact lists and supporting internal and external communications to maximise impact.
- **Developing policy content and written materials:** Drafting high-quality briefings, consultation responses, meeting notes, and supporting the writing of reports and articles. Providing clear, concise materials for policy audiences and internal stakeholders. Supporting the Policy Lead in maintaining consistency across YE's policy outputs.
- **Supporting policy networks and government relationships:** Assisting the Secretariat function for the Financial Education for Young People APPG, including preparing agendas, minutes and stakeholder communications. Supporting YE's contributions to policy coalitions and networks such as the Youth Employment Group and others.
- **Internal collaboration:** Working closely with colleagues across functions – particularly on research, communications, fundraising and programmes - to ensure policy work is aligned and supported. Helping translate policy priorities into clear messages for use across internal communications, campaigns, marketing and organisational communications.
- Contributing to the wider External Affairs and Marketing Team, including participation in team meetings, assisting with occasional production or review of marketing content, including writing social media captions relating to policy work and events.

Additional information:

This is a fast-paced role requiring organisation, curiosity and a proactive attitude. The role will involve occasional travel across England, Scotland and Wales, with all work-related expenses covered by YE.

The above tasks are not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the charity and its overall objectives.

Person Specification

Essential	Strong written communication skills , with the ability to draft high quality briefings, consultation responses, notes and reports for a range of audiences.
	Experience conducting research or policy analysis , including summarising publications, analysing external evidence and producing clear, concise outputs. This could be through education, previous work or volunteering.
	Experience organising and managing events , including experience organising guests, venues, event content and other logistical elements in event planning.



	Interest in or experience of policy development and public affairs work , including understanding how policy is shaped across government, parliament and the voluntary sector, or an eagerness to learn this.
	Interest in and ability to monitor the news, political and parliamentary activity , being reactive and nimble as opportunities arise for YE to engage.
	Strong organisational and administrative capability , such as managing stakeholder databases, coordinating meetings and supporting colleagues across a range of functions.
	Demonstrated ability to manage competing priorities and meet tight deadlines in a fast-paced environment.
	Excellent interpersonal skills , with confidence speaking to a range of stakeholders both internally and externally, and the ability to work well in a team.
	Awareness of the guidelines and legislation around confidentiality and working with sensitive information, and the necessity to follow YE policies and procedures.
	An awareness of safeguarding and a willingness to undertake training and ensure YE's safeguarding policy is adhered to at all times.
Desirable	Knowledge of the education, skills or youth policy landscape , with an interest in financial education or youth entrepreneurship.
	Experience supporting policy-specific events , such as roundtables, report launches or webinars.
	Experience conducting or presenting research , translating difficult concepts into easily understandable communications.
	Experience contributing to campaigns , including supporting campaign planning or stakeholder mobilisation.
	Experience working with political offices or parliament, or in the charity sector.

Young Enterprise Core Values

Unlocking Potential

Recognising and developing the potential of all - in our organisation, in the young people we champion and the stakeholders we work with.

One Team

Working together effectively to achieve our goals.

Enterprising and Resilient

Embracing change, innovating, adapting and responding to challenges and opportunities.

Creating Great Impact

Aiming for the biggest impact on young people and their educators.

All YE Staff are expected to model these values at all times.

Keeping Young People Safe

Safeguarding is the action that is taken to promote the welfare of children and vulnerable adults and protect them from harm.

At Young Enterprise, we take our commitment to safeguarding children and vulnerable adults seriously. We design our roles, programmes and services with safeguarding in mind; conduct thorough checks on new employees in line with UK safeguarding legislation; and ensure that our people have the safeguarding knowledge and skills they need to do their role, and are supported to regularly refresh their training.



Young
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All successful applicants in eligible roles that involve contact with young people will need to undertake an enhanced DBS (Disclosure and Barring Service) Check prior to starting in the role, and at subsequent 3-year intervals. In addition, no Young Enterprise employee will at any point be unaccompanied while in the presence of children under the age of 18.

In line with the Rehabilitation of Offenders Act 1974, in the vast majority of cases DBS checks which contain information on previous convictions will not disqualify an individual from working with us. If you have any questions please contact the Young Enterprise HR Team at hr@y-e.org.uk.