

# FACTSHEET: Recruitment



Depending on your organisation, recruiting Young Advisors can either be really easy, or plagued with red tape. Here are a few pointers that will help make things easier!

## By the end of this FactSheet you should:

- Know some of the best ways to recruit young people to become Young Advisors.
- Know if you need to get a work permit
- Know what qualities to look for when recruiting Young Advisors

Young Advisors offers a unique opportunity to engage young people from all walks of life. Paying young people to act as consultants to help adults understand what is like for a young people to live, work, learn and play in today's world is best done by making sure you have young people from different backgrounds. When looking to recruit Young Advisors consider approaching the following agencies:

- **Detached youth projects:** To catch the young people that don't typically attend Youth Centres or universal provision
  - **Participation Teams:** make sure your Young Advisors project links with other initiatives that give young people a voice, like UKYP, youth councils, youth banks etc.
  - **Youth Service and Connexions:** young people actively involved in these services can often be confident with helping guide service improvement. They can support their peers.
  - **Youth Inclusion Projects**
  - **Looked After Children Teams**
  - **Youth Offending Teams**
  - **Newly arrived families**
  - **Young Refugees**
- } These young people come into contact with many services, and are therefore very well placed to recommend on how they might be improved.
- **Voluntary Sector:** The third sector is often very successful engaging diverse young people. Involving them early can help with multi agency approaches to improving outcomes for young people.
  - **Schools, colleges and PRUs:** Nearly all young people attend some form of education. Recruiting at schools will ensure you have tried a variety of ways to ensure young people are aware of the opportunity.

**Other considerations on the diversity of Young Advisors:**

Think about the communities you work in, and make sure the team of young advisors reflects that community. Make sure you have a good selection of young people from different ethnic or cultural backgrounds, different genders, ages, and from different neighbourhoods.

**First things first:**

Can you employ young people? If you are a local authority, you might find there are challenges to employing young people. This might be resolved by working in partnership with a local voluntary sector organisation who could manage the employment and payroll of the Young Advisors.

**Then...**

Once you have established the above, you are in a position to start looking for young people to become Young Advisors.

Young Advisors recommends a paperless recruitment system to ensure application is accessible to the widest group of young people. Advertise the vacancies through the organisations listed earlier, and organisations that actively work with young people in your area.

It is important that young people know what the opportunity is, and you might therefore refer people to the site or create your own briefing paper. A job description is available online.

Once you have advertised your vacancies, you could hold one or two open briefing events where young people can learn more about the opportunity, and make a decision as to whether they would want to apply. This could then be followed by interviews. The questions you chose to ask should help you identify which young people would be best suited. See the skills list at the end of the FactSheet, as this will help inform your questions. Also, consider how you might involve young people in the interview panel / selection process.

Young Advisors, on being appointed should be included on a PAYE system on a sessional basis, as their hours will change. They should be paid £8ph. Remember, if you employ a young person under the age of 16, you will need to apply for a work permit. The contact will differ in each local authority, but you will be able to find the information online on the LA website. A work permit will require you to have parental / legal guardian consent and some form of ID confirming the young person's age. If you haven't got a standard contract, you can find some examples in the members area of the site.

## **Tools/Skills needed by Young Advisors**

The role of a Young Advisor involves engaging and consulting with stakeholders, providing advice, information and guidance at various levels and people in a wide range of roles (local residents to strategic decision makers). This can include consulting with young people across the area and feeding back into the decision making process. Ultimately, the role of a Young Advisor is to change current perceptions of young people, promote a more inclusive approach to their engagement in service development and decision making as valued stakeholders in the process leading to permanent change and better outcomes for whole communities as well as young people themselves.

The following list shows the type of people and the most useful areas of skill, knowledge and enthusiasm for Young Advisors.

***This is demanding set of skills and qualities. No one person will possess them all or have them in equal measure.***

***Project Leads should be clear that anyone they recruit has a good range of these and the potential to develop them further as well as acquire new ones.***

### **Personal characteristics:**

- Patience
- Desire and capacity to learn and help others learn
- Persistence – not someone who starts something and abandons it at the first sign of difficulty
- Courageous e.g. able to face down an irritable adult with polite, focussed thinking
- Uses initiative
- Respect for those from a different background
- Interested in people
- Committed to children and young people having a say, being heard and making changes
- A sense of humour

**Desirable qualities:**

- Lively without showing off
- A bit of a self-starter
- Interested in how the community and the country are run

**The essential skills needed for the role of a Young Advisor are:**

- A good listener
- A track record of accepting responsibility and seeing things through
- Confidence and self-esteem
- Able to influence people
- Able to challenge and disagree without being disagreeable

**Desirable skills:**

- A confident speaker
- Able to see several sides of the same argument
- Running effective, brief, fun meetings
- Writing useful reports, notes for others
- Interviewing skills
- An ability to choose priorities and manage their time
- Able to propose and stimulate changes