



Candidate pack

Youth Engagement Project Officer

Registered Office: Wolverhampton Central Library, Snow Hill, WV1 3AX

Libraries Rising is the operating name of Association of Senior Children's and Education Librarians.

Registered charity in England and Wales (1200443)



Supported using public funding by
**ARTS COUNCIL
ENGLAND**

About the charity

Our focus is on creating libraries of tomorrow with children and young people today.

We want all children and young people to feel at home at the library, to be understood, empowered and inspired. Our collaborative network is made up of members, partners and supporters. We believe in the need for safe spaces and real-life connections to support the demands of modern life. Together, we're creating change, and you can be a part of it.

The National Year of Reading has brought new opportunities to our young charity. We're seeking an enthusiastic Youth Engagement Project Officer to join our team.

Our vision

Libraries for today's world where children and young people feel understood, empowered and inspired.

Our mission

In a world where children and young people need real-life connections and safe spaces, our mission is to harness vital support and resources to enable libraries to amplify young voices.

We do this by co-creating vibrant, relevant and inclusive services, spaces and programmes that empower and inspire.

We are a values led charity



We are progressive



We are kind



We are inclusive



We are aspirational



We are collaborative

Job description – Youth Engagement Project Officer

Job title	Youth Engagement Project Officer
Reports to	Programme Manager
Salary	£30,776 pro rata (£18,715 actual)
Contract	Fixed term –18 months contract
Hours	22.5 hours, 3-4 days a week (Monday to Thursday)
Holiday	25 days annual leave pro rata plus Bank Holidays
Location	Home working, with some travel
Benefits	Pension - 5% employer contribution Employee Assist Programme – including 24/7 counselling, health support and legal helpline. A range of discounts on retail, entertainment, travel and wellbeing.

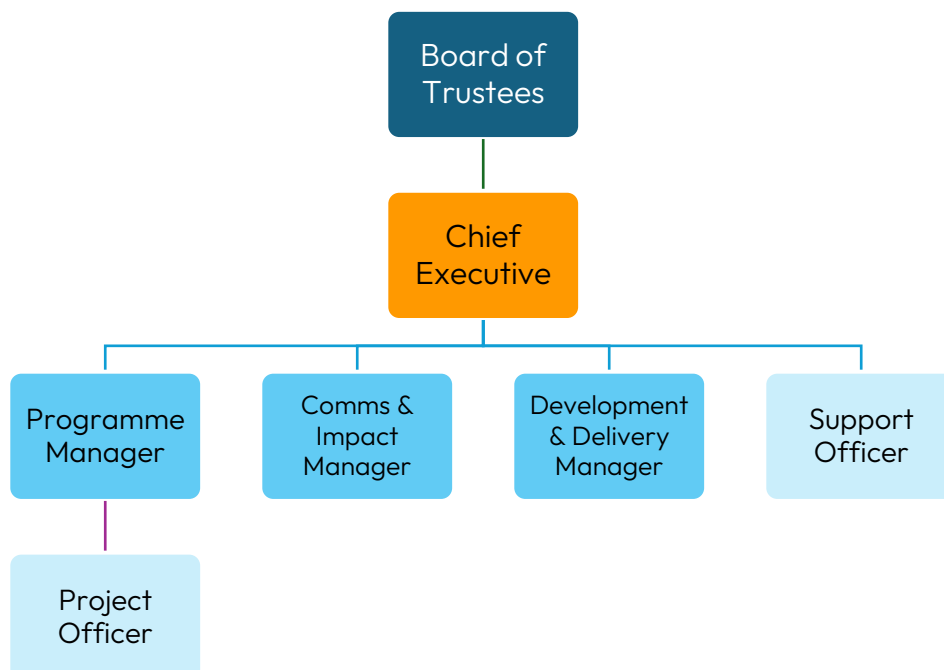
Who we're looking for

We're looking for a collaborative, highly organised Youth Engagement Project Officer, who is passionate about building opportunities for children and young people in libraries.

You'll have great communication skills and enthusiasm for platforming young people's voices. You'll also know how to manage priorities, keep projects within deadline and budget, and accurately collect and compile data. As a natural people-person, you'll feel confident supporting library teams, partners and colleagues and be happy taking initiative.

We'd especially love to hear from you if you have created opportunities for children and young people to be heard and involved in decisions that affect them, and if you've been involved in supporting the delivery of projects and programmes. Experience of libraries is not required as you'll have lots of opportunities to learn about our sector in this role.

About the team



Job purpose

Libraries Rising and The Reading Agency were recently successful in securing funding from the Arts Council to deliver a two-year programme, to place young people at the heart of shaping the future library reading experience. The two-year project forms part of the legacy of the [National Year of Reading 2026](#) and will work with young people and library services across nine regions of England to co-create new approaches, resources and digital innovations that build on the strengths of libraries and inspire more young people to read for pleasure.

As Youth Engagement Project Officer, you'll work closely with the Programme Manager, the wider Libraries Rising team, The Reading Agency, library services and young people to support the development and delivery of this project, and to develop our wider support of libraries with their youth engagement work.

You'll be part of something that's vitally important too; creating opportunities for young people to share their experiences of reading, learn more about their 'reading barriers', and understand how libraries can work with them to make reading even more pleasurable.

What you'll do

- Support the Libraries Rising team with projects, developing and maintaining operational processes to ensure we achieve our ambitions.
- Support libraries with engaging young people and connecting with local partners who work with young people with diverse lived experiences.
- Support the delivery of our youth engagement learning module SparkSpace across libraries.
- Collect and compile data within internal systems and associated dashboards, and monitor project progress.
- Role model safeguarding and authentic inclusive, accessible practice.
- Bring your knowledge of working with young people to support this project, and Libraries Rising's wider aims.

You'll also:

- Attend Youth Advisory Group meetings as our Library Rising representative.
- Work closely alongside partners to support the delivery of the project.
- Occasionally visit library services in person to support the delivery of their youth engagement work.
- Support the Programme Manager in planning and delivering training and events, collecting documentation from libraries (such as risk assessments, participant data and agreements), and preparing papers, minutes, actions and reports.
- Support the Communications and Impact Manager to promote project activities, events, and training to relevant audiences.
- Establish strong and effective working relationships with other members of the team to contribute to the charity's objectives.
- Take interest in local, national and international developments relating to children and young people and libraries.
- Advocate for Libraries Rising and use resources responsibly with respect for the environment.
- Undertake other duties as required.

What you'll bring to the role

You'll be:

- A strong communicator, confident with building relationships and keeping everyone on track.
- Experienced in working with young people and partner organisations.
- Committed to platforming young people's voices, especially those who are underserved by their communities, marginalised, or experiencing deprivation.
- Committed to co-creative practice and working with, not doing to.

- Experienced in creating, developing and implementing effective systems and procedures.
- Experienced in providing operational, administrative and project support, with digital skills including use of Microsoft Office and supporting remote teams.
- Experienced in providing in person and online event planning and support.
- Aware of GDPR implications and requirements.
- Committed to your own professional development.

This is a homebased role, with some travel to visit library services across England. You'll also attend our quarterly in-person team meetings in locations around the country. All travel expenses are covered.

To apply

Please apply via Charity Jobs by submitting your CV and with covering letter or answering two questions: telling us why you're interested in this role and how your skills and experience match its requirements.

We actively encourage applications from candidates of all backgrounds, cultures and identities. We also recognise that the right person might not meet every criteria above and would highlight our commitment to prioritising candidates who align with our values and have genuine commitment to improving children and young people's lives through libraries. If you need any reasonable adjustments or additional support during the application and interview process, please let us know.

Closing date - 9am, Monday 17th August 2026

Interview date - Tuesday 25th August 2026