



JOB DESCRIPTION

Job title: Youth Engagement Coordinator – Young Start

Reporting to: Programmes Manager

Working hours: Full time / 37.5 hours per week

Location: Glasgow (home-based with regular travel across Glasgow and wider Scotland/UK)

Contract: Fixed-term (2 years, aligned with project funding)

Annual salary: £29,000 to £32,000 subject to experience

About us:

Endometriosis UK is the leading UK charity supporting those living with endometriosis. Formed in 1981, we offer information and support to all those affected by endometriosis, for example through our website, webinars and information leaflets, and via our local support groups, Helpline, webchat and online forum. As well as directly supporting those with endometriosis, we work to raise awareness of endometriosis amongst healthcare practitioners, the public and the media; lobby for improved treatment and management; and support research. We have a big job to do and ambitious plans.

About the role:

This is an exciting opportunity to lead a new National Lottery Young Start funded project focused on improving menstrual health awareness among young people aged 13–25 in Scotland, with a particular focus on Glasgow and disadvantaged communities.

As Youth Engagement Coordinator, you will lead the design and delivery of a youth-led programme of community engagement, events and digital content. You will work directly with young people to co-produce resources, campaigns and activities that improve understanding of menstrual health conditions, including endometriosis.

You will establish and support a core youth management group, build strong partnerships across community, education and health settings, and ensure young people's voices are embedded at every stage of delivery.

This role requires a proactive, organised and relationship-driven individual who is passionate about youth participation, health equity and community development.

Key responsibilities and duties:

Project delivery and management

- Deliver the Young Start project across Glasgow, with support from the Programmes Manager.
- Work with the Programmes Manager to develop and implement a detailed project plan to meet agreed outcomes

- Monitor, evaluate and report on project progress, impact and learning
- Manage project budgets and resources effectively, with support from the Programmes Manager
- Ensure safeguarding, risk management and GDPR compliance

Youth engagement and co-production

- Recruit and facilitate a core group of young people to co-lead the project
- Ensure meaningful youth involvement in the design, development and delivery of activities
- Create inclusive, safe and supportive participation spaces
- Identify and develop young people's strengths, skills and confidence
- Deliver or coordinate training opportunities (e.g. digital content, facilitation, advocacy)

Programme delivery (events and content)

- Work with the Programmes Manager to plan and deliver a programme of face-to-face and online events for young people aged 13–25
- Coordinate speakers, including those with lived experience
- Oversee the co-production of accessible and engaging information resources
- Work with the internal Communications Team to develop youth-focused social media campaigns (e.g. Instagram, TikTok, Snapchat)
- Ensure all content is accurate, inclusive and aligned with organisational messaging

Partnerships and outreach

- Build and maintain relationships with community organisations, youth groups, schools, colleges and universities
- Work with partners across health, community and youth sectors to reach diverse audiences
- Engage underrepresented and disadvantaged groups through targeted outreach
- Represent Endometriosis UK at external events and stakeholder meetings

Community engagement and awareness

- Support young people to act as advocates within their communities
- Increase awareness and understanding of menstrual health conditions
- Improve access to reliable information and signposting to support services
- Contribute to wider organisational work in Scotland

Monitoring, evaluation and reporting

- Collect data, feedback and case studies from participants and partners
- Measure impact against Young Start outcomes
- Use learning to continuously improve delivery
- Contribute to internal and external reporting requirements

Person specification:

Essential

1. Experience delivering youth engagement, community or participation projects
2. Experience of co-production and working with young people
3. Strong understanding of youth participation, inclusion and safeguarding
4. Excellent relationship-building and partnership development skills
5. Experience planning and delivering events, workshops or programmes
6. Strong communication skills, with the ability to engage diverse audiences
7. Experience managing projects and working to deadlines
8. Ability to work independently and manage competing priorities
9. Strong organisational skills and attention to detail
10. Commitment to equality, diversity and inclusion
11. Willingness to travel regularly and work occasional evenings/weekends

Desirable

1. Experience working in health, women's health or public health
2. Understanding of menstrual health conditions (e.g. endometriosis, PCOS, PMDD)
3. Experience working with disadvantaged or underrepresented communities
4. Experience in monitoring and evaluation
5. Knowledge of the Scottish youth or community landscape
6. Experience creating or managing digital or social media content

Applicants must:

- Be based in or near Glasgow
- Be willing to travel across Scotland and occasionally wider UK, including overnight stays
- Have the right to work in the UK

- Demonstrate a commitment to Endometriosis UK's mission, vision and values, and to equality, diversity and inclusion
- Be willing to undertake any other duties commensurate with the role

HOW TO APPLY

The closing date for applications is 25th May 2026

Interviews will be held week commencing 1st June 2026

To apply, please send the following to assistant@endometriosis-uk.org

- CV –maximum 2 sides of A4
- Cover letter outlining how you meet the person specification and why you are interested in this post - maximum 2 sides of A4



Delivered by

**THE NATIONAL LOTTERY
COMMUNITY FUND**