

IDENTIFYING ROLES AND BUILDING YOUR TEAM (POLICYMAKERS)

This mini-guide helps policymakers assign the right roles to team members when working with young people on policy and program design. By matching roles to strengths and interests, you can build an enthusiastic team that fosters collaboration and enhances engagement. Here are the steps to follow:



1. ASSESS THE REQUIRED SKILLS FOR THE ENGAGEMENT

Identify the key tasks for effective engagement and the skills needed, such as:

- **Facilitation:** Leading discussions with youth
- **Communication:** Creating youth-friendly content.
- **Research:** Collecting and analysing data.
- **Mentoring:** Supporting young participants.

2. CONDUCT A TEAM SKILLS AUDIT

Evaluate the skills and development areas of team members. You can chat informally or use surveys. Ask questions like:

- Do you have experience with young people?
- Are you comfortable facilitating sessions?
- What skills would you like to develop?

3. ALIGN SKILLS WITH ROLES AND RESPONSIBILITIES

Assign roles based on team members' strengths and interests to ensure they contribute to project goals. Use a Role-Mapping Matrix to match tasks to skills and spot any gaps.

ROLE MAPPING MATRIX				
Key Role	Required Skills & Expertise	Team Member Responsible	Strengths & Experience	Required Training or Support

4. DEVELOP A COLLABORATIVE ROLE FRAMEWORK

Foster an inclusive team environment by encouraging collaboration and co-designing the activities your team will facilitate with young people.

Work together to develop and provide clear roles and responsibilities for individuals to set shared expectations. This will help you remain accountable to young participants and will provide clear guidance on who is working on what.

5. PROVIDE TRAINING AND ONGOING DEVELOPMENT

Recognise any skill gaps in your team for effective youth engagement and offer training in areas like:

- Youth safeguarding and protection.
- Cultural awareness.
- Facilitation and mentoring techniques.
- Ethical engagement and data collection.

You can contact the Office for Youth for further advice and training on these topics.

6. MONITOR, ADJUST AND CELEBRATE

Regularly check in with your team to ensure roles still fit. Provide feedback to team members and acknowledge their successes. Celebrate achievements to boost morale and take the time to reflect on how your successful youth engagement has supported outcomes.