

The Youth Endowment Fund Operations Lead

Salary:	£60,000 per annum
Reports to:	Executive Director, Youth Endowment Fund
Location:	Central London
Duration:	Permanent
Working hours:	Full time (37.5 hours per week)

About the Youth Endowment Fund

The Youth Endowment Fund is a bold new attempt to put early intervention at the heart of efforts to tackle youth offending.

Over the last few years, evidence suggests that growing numbers of children and young people have been affected by violent crime. More children have been found carrying knives and a growing number have been recorded as victims. We believe that each individual child is an important member of our community and society has a duty to protect them.

The Youth Endowment Fund is a charity with a £200m endowment and a mission that matters. Founded by youth charity Impetus and its partners the Early Intervention Foundation and the Social Investment Business, we exist to prevent children and young people from getting caught up in violent crime. Many organisations have this calling. Our unique role is to identify what works best and to spread the good news. The Operations Lead has a critical role in ensuring we succeed at this role.

Key responsibilities

All of your responsibilities boil down to this. Working with others especially the Executive Director of YEF, the COO for Impetus and the FDs at the Early Intervention Foundation and the Social Investment Business, you ensure that we:

- Hire, develop and inspire the very best people. You will work with partners to ensure that we hire the best possible staff, provide necessary and effective

training, build and maintain a clear and inspiring culture and set of values, gain a clear understanding and strong focus on staff well-being, manage and develop staff effectively and address poor performance when required.

- Provide staff with the tools they need to perform. You will work with partners to ensure that we have the tools we need to deliver including management information, databases, systems and processes, office facilities and more as you see fit.
- Use our resources wisely. You will work with partners to ensure that there is effective financial reporting and controls in place and an effective budgeting process.
- Build our partnership that is more than the sum of its parts: In nearly all of the above you will work with operational staff in each of our partners: Impetus, the Early Intervention Foundation and the Social Investment Business. You will ensure that the partnership operates effectively so that all of the above can be achieved and that we can deliver our goals.

Person specification

- **You are brilliant at improving and organising things:** You like finding ways to make things operate better for everyone. You enjoy bringing order to what is going on. You are good at getting your head around how a process works and improving it. You are excellent at designing and putting in place effective systems and processes.
- **You have significant experience of getting things done:** You have a track record to getting things done. In previous jobs, you have held significant responsibility for ensuring challenging projects are delivered on time. You are very reliable. You take pride in making things happen.

- ***You win people over.*** People tend to warm to you and respect you. You have built good relationships with very senior people and with very junior people. You are particularly good at working with people in other organisations. You work very well in a team. You are not motivated by being the individual winner. You want the team as a whole to succeed. You don't care who gets the credit as long as things get done.

- ***You are interested and experienced in both staff development and financial planning:*** You are equally at home thinking about the processes and approach we need to recruit and develop great staff as you are thinking about how we control our expenditure and report our finances. You do not need to be a trained accountant, but you are comfortable understanding a budget. You can easily use excel to keep track of expenditure and to project future expenditure.

- ***You learn fast but remain humble.*** You are quick at getting your head around things. It wouldn't faze you to have responsibility for organising things that are new to you as long as you have an expert to ask advice from. You like learning and developing. You know how much you don't know as well as what you do.

- ***You are good at working with partners.*** You have experience of working with partner organisations and making sure that the partnership is more than the sum of its parts.

- ***You don't want your days to pass without making a difference.*** You want to play a significant part in a charity that is making a difference. You like the idea of doing a job that makes young people safer.

- ***You have experience working with young people.*** You have experience working directly with or managing staff who work directly with young people, preferably having worked for a youth charity. Ideally you also have experience of working with charities or a variety of different sizes.

- **You are a good strategic thinker.** People say that you are good at seeing the big picture as well as the detail. You have experience of wrestling into place a strategy for a project or organisation. You are able to see things from different points of view.

If you are interested

To make an application please send a CV and cover letter to YEFrecruitment@impetus.org.uk by **9am Monday 24 February 2020**.

As part of our commitment to flexible working we will consider a range of options for the successful applicant. All options can be discussed at interview stage.

Interviews will take place on Monday 2 March 2020

Your personal data will be shared for the purposes of the recruitment exercise. This includes our HR team, interviewers (who may include other partners in the project and independent advisors), relevant team managers and our IT service provider if access to the data is necessary for performance of their roles. We do not share your data with other third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you. We do not transfer your data outside the European Economic Area.

The people we are looking for do not discriminate and we believe in being inclusive and giving everyone an equal chance to succeed. Applications are welcome from all regardless of age, sex, gender identity, disability, marriage or civil partnership, pregnancy and maternity, religion or belief, race, sexual orientation, transgender status or social economic background.