



## **The Youth Endowment Fund Programme & Evaluation Administration Officer**

Reports to: Senior Delivery Operations Manager  
Salary: £32,043 - £33,729  
Location: Central London/ Remote (expectation of at least 1 day per week in the office)

### **About the Youth Endowment Fund**

*We're here to prevent children and young people becoming involved in violence. We do this by finding out what works and building a movement to put this knowledge into practice.*

In recent years violent crime has risen significantly. Homicides, assaults, robberies and offences involving weapons have all seen sustained growth. We have also seen large increases in violent crime involving children and young people. This is a tragedy. Every child captured in these numbers is an important member of our community and society has a duty to protect them.

The Youth Endowment Fund (YEF) is a charity with a £200m endowment and a mission that matters. We exist to prevent children and young people becoming involved in violence. We do this by funding great initiatives, finding what works and working for change - scaling and spreading the practices that make a difference.

Deciding which projects we should fund and evaluate is key, as is making sure we deliver our funding and evaluations to the highest standards. We've two teams that do this important work - our programmes team and our evaluation team. They need some support and help with administration so that they can do this really well. This is where your role comes in.

### **Key responsibilities**

Most fundamentally, your job is to work very closely with our programmes and evaluation teams to make sure we're excellent at selecting and managing projects to fund and evaluate. You'll make sure the team is incredibly organised and has the support it needs to work effectively. To do this you'll:

- Help make sure YEF stays on track with plans for how we'll select and manage our grants and evaluations. This may look like sending out

summary reports on progress, tracking deadlines and providing reminders to key staff, or providing other administrative support to keep the plan on track.

- We use the database system Salesforce for selecting and managing grantees and evaluators. You'll help make sure this system functions extremely well by liaising with our external Salesforce partner, creating manuals, helping to coordinate and lead trainings, making sure all staff are logging information well and assisting with data entry.
- Provide support to our staff who are managing relationships with our grantees and evaluators by scheduling meetings with them, organising workshops and developing preparation materials.
- Make sure we receive and review quarterly reports from our grantees and evaluators that provide information on their projects and requests for payments on time. Make sure this information is really well organised and followed up on by our team.
- Respond to questions from prospective and current grantees through managing the team inbox. You'll help make sure people get the answers they need and they feel well supported by YEF.
- Help make sure that the online system that we use for managing grants and evaluations is kept up-to-date and tidy. You'll support with data entry, provide reports from the system and help to organise trainings on how to use the system when needed.
- Make sure certain meetings are effective. You'll do this by organising the meetings, taking great minutes, making sure we keep track of things we said we would do and saving the documents in the right place.
- Help ensure projects within the programmes and operations teams are done brilliantly. This may require you getting stuck in with some administrative tasks or keeping track of who needs to do what by when. Other times, you'll be leading on projects for the team when we identify something new and important must get done.

### **About you**

#### **You're this sort of person:**

- ***You like getting things done:*** You've a track record of making things happen. In previous jobs, you've held responsibility for ensuring projects are delivered on time. You're very reliable.
- ***You love supporting great teams:*** You don't know all the answers but you enjoy helping colleagues find answers and solve problems so that the team can work brilliantly and efficiently.

- ***You're 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're good at getting your head around how a process works and improving it. It's a plus if you've used the Salesforce system before, but not a requirement.
- ***You're able to juggle many diverse tasks at once:*** You enjoy moving between different types of projects and prefer a job that looks a bit different every day. You don't get overwhelmed by a long to-do list and are able to effectively identify what's most important and how to balance different priorities.
- ***You learn fast but remain humble.*** You're 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 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're committed to equality, diversity and inclusion.*** You believe and act in a way that celebrates and encourages a range of experiences, views and values.

While it's not a criteria, we're especially interested to hear from applicants who have lived experience of youth violence.

It's also important to us that the people we hire do not discriminate. 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.

### **To apply**

To apply, please send a CV and cover letter, and complete the monitoring form via our [application page](#) by **23:59 Thursday 14<sup>th</sup> October 2021.**



You'll be required to provide proof of your eligibility to work in the UK. 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 the interview stage.

- First round interviews will take place in the week commencing 25/10/2021
- Second round interviews will take place in the week commencing 01/11/2021  
**or** week commencing 08/11/2021

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.