



The Youth Endowment Fund

Senior HR & Operations Manager

Reports to: Director of Operations & Programmes
Salary: £51,609 – £54,325
Location: Central London

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 up and spreading the practices that make a difference.

Key responsibilities

Most fundamentally, your job is to work with the Director of Operations & Programmes to build and manage the systems and processes we need to enable the organisation to function effectively. To do this you'll:

- Hire, develop and inspire brilliant people. You'll ensure we provide high-quality training, provide a strong focus on staff wellbeing, help us to manage and develop our team excellently and address poor performance when required.
- Help staff perform at their best by developing and maintaining excellent and clear policies and procedures. You'll work closely with our parent organisation [Impetus](#) as you do this.
- Lead the organisation through our annual appraisal and review cycles so that we are all learning, developing and becoming better at making a

difference for the children that we are here to serve. You'll ensure that managers are comfortable and confident setting goals and reviewing performance, that we're really good at identifying development opportunities and that we have a highly effective probationary process.

- Ensure we always operate in line with UK employment law and excellent practice. This may mean you have existing expertise in HR compliance or it may mean that you have excellent judgement when it comes to people and know when to draw on (and how to manage) external HR expertise and legal advice.
- Help ensure that we are diverse and inclusive. You'll help ensure we are welcoming to people from all backgrounds, brilliant at attracting, recruiting, hiring and on-boarding staff from all backgrounds and that we have a culture where every staff member feels they can bring their true self to work each day.
- Make sure staff have the tools they need to do a brilliant job. This means making sure we are a place where people are struck by how well the IT systems, policies and procedures, HR processes and office facilities work. You'll enjoy looking for ways to make things work even better.
- Use our resources wisely. You'll manage the operations team budget, lead the operations team annual goal setting process and make sure we stay to plan. You'll also rigorously manage the processes and policies we use when we select external partners and service providers, and review and negotiate contracts when necessary.
- Make sure we effectively manage our risks as an organisation. You'll make sure we seek legal advice when prudent and develop the tools, habits and processes that help ensure we get this stuff right.
- Line manage a member of staff who leads on IT and Administration. You'll support them, ensure they have clarity on what their goals are, develop them and help them to do a job they are proud of.

About you

You're this sort of person:

- ***You win people over and make everyone feel comfortable.*** People tend to warm to you and respect you. You build good relationships with people no matter what level they work at. People naturally come to you when they have an issue or are looking for sound advice.

- ***You're interested and experienced in people operations:*** You have experience managing HR responsibilities in previous organisations, ideally in a fast-paced, mission-driven organisation. You're equally at home thinking about the processes and policies we need to manage our people as you are coaching a line manager on how to bring the best out of their employee.
- ***You're extremely trustworthy and exercise good judgement:*** You've experience dealing with sensitive and confidential information and always maintain the confidence of those around you. At the same time, you know when to pull others in for support and who those individuals should be.
- ***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 are good at immediately getting your head around how a process or new system works and improving it.
- ***You understand the impact of strong systems and processes:*** You enjoy thinking about how to ensure maximum efficiency and impact. You want to make the jobs of those around you simpler so that they can achieve more.
- ***You've significant experience of 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 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 are committed to equality, diversity and inclusion.*** You believe and act in a way that celebrates and encourages a range of experiences, views and values.

We're open to applications from individuals who may only be able to work 3-4 days per week.

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 14th 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'll 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.