



The Youth Endowment Fund Programme and Impact Lead

Reports to:	Head of Evaluation and Partnerships (Targeted Projects)
Salary:	£51,026 - £53,712
Contract:	Two years FTC with the possibility of extension
Location:	Central London or remote
Application deadline:	23:59pm Thursday 19 th May 2022

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 becoming involved in violence. We achieve our mission by finding out what works to prevent violence and sharing our findings with the world. We do this by funding great initiatives, leading cutting-edge research and working for change – scaling up and spreading the practices that make a difference.



This role and where it sits within the team

This is a new role that's being created to ensure excellence in the way we select, fund and evaluate great initiatives, and to lead the management of our most significant projects.

In your first year, you would be responsible for designing and launching a funding programme focused on improving the evidence-base on trauma-informed practices. We know that traumatic childhood experiences play a significant role in children becoming involved in violence. It makes sense that if teachers, youth workers, police officers and social workers understand trauma better, they may be better able to help children. The problem is that there hasn't been very much rigorous evaluation of whether training on trauma really makes a difference to young people's experiences, behaviours or life outcomes.

Your job will be to improve the evidence-base in this area and become YEF's resident expert on trauma-informed practice and the role it plays in preventing children becoming involved in violence. You'll take ownership of up to three long-term, large-scale projects and will be responsible for all elements of both programme and evaluation design and management. After that, you'll continue to take on other large and complex projects at YEF and support the development of the Programmes team, who support delivery organisations to engage effectively with evaluations.

The trauma-informed programme will sit within our [targeted projects](#) team, which leads on a diverse portfolio of projects, and you will report into the targeted projects' Head of Evaluation and Partnerships, who will provide project support and oversight. You'll also provide support to the [themed rounds](#) Programmes team and support our Head of Programmes on their wider programme of work.



Key responsibilities

You must be a brilliant project manager, someone who is great with people, who is energised by tackling and solving complex problems, who has a deep understanding of evaluation and who really cares about the YEF's mission.

Your main responsibilities boil down to these. You'll:

- **Do some background work to understand what evaluable trauma training programmes are out there**

Finding out what trauma-informed training is happening and how this looks across different sectors working to address youth violence will be the first place you'll start. We need to find large programmes that work with teachers, police, youth workers or social workers, and we need to be clear on what they are trying to achieve. Children must be likely to benefit from these programmes so we can measure their impact – and finding programmes that are well-suited to a robust evaluation will be one of the biggest challenges. You'll need to talk to people, keep up-to-date on the latest research, reports and sector news, and review the current evidence to find some great possible opportunities. We have advisers who can help you, so you don't need to be an expert in trauma already.

- **Set up and manage an open application process for trauma-informed training programmes**

We want to make sure that we select the very best opportunities. You'll lead on setting up the application process. This means you'll get really clear on what we are looking for, describing it in writing, promoting it externally, designing an appropriate application form and scoring system, and running follow-up interviews. Working with colleagues, you'll assess the applications and work out which ones are best. You'll make sure we make good decisions on what to evaluate.

- **Commission independent evaluation partners to design and deliver robust evaluations of these programmes**

Before funds are awarded, projects must go through a thorough [co-design](#) process with both project and evaluation partners involved. You'll run a

competitive tender process to appoint independent evaluators and then facilitate a series of detailed workshops where all partners will agree how to shape the programme so that it can be robustly evaluated. You'll present the co-designed proposals to our independent [Grants and Evaluation Committee](#) for approval. YEF follows this process for all its funded projects, so your colleagues can help guide you through this.

- **Quality assure the evaluations we commission**

You'll need to follow YEF's existing processes to maintain our high-standards and rigour. You'll provide technical expertise and insights, helping to design, commission and manage projects that are delivered to time, quality and budget.

- **Win people over externally**

You'll meet people externally and share what we are doing, why we care about it, being open and transparent about what we know and what we don't know. You'll share progress updates with key stakeholders and you'll represent YEF at external meetings, steering groups and committees. This will include civil servants, charity leaders and staff, academics and practitioners.

- **Take the expertise you've built through leading our trauma-informed programme and your previous experience to support other projects**

YEF is a busy and fast-paced environment with lots of interesting projects happening at once. You'll support our leadership team in making sure we are excellent at ensuring great initiatives can be effectively evaluated. This may look like training and coaching our wider team and leading on other significant projects. In your first year, the trauma work will take up most of your time, but as this work gets going, you'll have more time to focus your time here.



About you

You are this sort of person:

- **You get things done**

You have a track record of getting things done. You're very reliable and consistent. You take pride in making things happen.

- **You manage projects really well**

In previous jobs, you have held responsibility for ensuring challenging projects are delivered on time and to a good standard. You're very well organised, know how to assess and mitigate risks, and use project management systems that work for you. You're good at spotting when things aren't going to plan and can tell when you need to raise or escalate your concerns.

- **You make wise judgements**

You can take in a lot of written and numerical information and make informed assessments about what good opportunities look like. You have experience in commissioning research or evaluations. You draw on your expertise to appraise the quality of proposals; you can summarise and share your views concisely.

- **You have evaluation expertise**

You have strong knowledge and experience in evaluation methodologies, including the ability to critically appraise a variety of different evaluation designs. You have experience in using quantitative approaches, you can interpret statistical findings, and you can assess the suitability of different impact evaluation designs for different types of programmes.

- **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, so long as things get done.



- **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, so 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 may also have:

- Experience in working in or close to one of these sectors: youth work, education, social work, policing.
- A good idea of how charities think about and approach applications for money.
- Experience of working in or with government departments and know how to communicate well with senior civil servants.
- A good knowledge and understanding of crime, serious violence or other similar areas.
- Excellent communication skills, with an ability to distil complex, technical information into digestible summaries for lay audiences.

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.



How to apply

To apply, please send a CV, cover letter and the monitoring form via [our application page](#) by **23:39pm on Thursday 19th May 2022**.

You should also include the contact details of two referees, one of whom must be your current or most recent employer. Referees will only be approached with your express permission. You will also 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 interview stage.

First stage interviews may take place the week commencing 6th June 2022. The full process will be shared with shortlisted candidates.

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.