



The Youth Endowment Fund Programme Manager

Reports to: Head of Programmes, Youth Endowment Fund

Salary: £41,225 - £43,394 dependent on experience

Location: Central London/ Hybrid (expectation of a least 2 days per week in office if based in Central London)

Application closing: Wednesday 8th June 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 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.

Key responsibilities

Deciding which projects, we should fund and evaluate is key, as is making sure we deliver our funding and evaluations to the highest standards. Our Programme Managers are responsible for identifying, assessing, funding and supporting programmes designed to prevent youth violence.

Our Programme Managers span many areas of expertise. We look for individuals who may have experience in the youth sector, policing, criminal justice, education or how to involve local residents in making decisions about their own neighbourhoods.



If you have specific expertise in any of our [funding themes](#) or in [place-based projects](#), we want to hear about it in your cover letter.

As a Programme Manager at YEF, you would work very closely with our evaluation team to make sure we learn from what's being implemented and that the organisations we fund are prepared and excited to work with us to find what works.

To achieve this, you will:

- Make sure we choose the best organisations to work with through assessing funding applications, getting to know potential grantees and conducting site visits. You will check carefully all the initiatives we fund to ensure they are good things for us to fund.
- Work closely with potential grantees, external evaluators and our own evaluation team to ensure that the activity we are funding will be evaluable. This requires you supporting and advising potential grantees.
- Build strong relationships with our grantees and provide them with ongoing management and support through the life of their funding. You will also be responsible for monitoring the performance of grantees and ensuring targets are met and any project risks are effectively mitigated.
- Think strategically about how we design new funding rounds to achieve our overall goals and then manage those rounds excellently. You will help to design what our funding rounds are meant to achieve, will design grant application processes to achieve it, and manage our engagement with potential applicants to make sure we are attracting a diverse and promising portfolio of organisations to apply.
- Report to our team and external stakeholders regularly on our funding portfolio to identify the emerging support needs of our potential and existing grantees and propose recommendations to address these needs.
- Represent the Youth Endowment Fund at external events.

About you

You are this sort of person:

- **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 want to work in a job that makes young people safer.** This issue matters to you. You don't need extensive experience in grant making, you just have to be committed to learning it, but you do have to understand the sectors we work with, the challenges facing young people and what organisations face when implementing delivery programmes.
- **You have experience in one or more of the following areas:** policing, education, social care or the youth sector.
- **You have incredible judgement.** You are able to reach sound and considered judgements about the viability and suitability of applicants based upon our given criteria, often using detailed written and financial information, and are able to deliver constructive feedback to organisations. You can also identify when things aren't going to plan and be proactive with sharing observations and recommendations.
- **You are an optimiser.** You look for solutions and think creatively to overcome challenges. You are curious, hungry to learn and always looking for ways to improve processes and increase efficiency and impact.
- **You love well-designed systems.** You are committed to designing and maintaining the best systems to make sure we manage our funding rounds well. You know this is critical to effectively managing multiple, large-scale funding programmes and competing priorities.
- **You win people over.** People tend to warm to you and respect you. You have built good relationships with people at every level inside and outside the organisation and have managed large networks of stakeholders with different interests and priorities. You are excellent at customer service and can professionally handle issues that come up within your grant portfolio.
- **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 committed to equality, diversity and inclusion.** You believe and act in a way that celebrates and encourages a range of experiences, backgrounds and values.

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



It is 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.

This position will require a DBS check to be performed, but a record is not a block to performing this role.

To apply

To apply, please send a CV and cover letter, and complete the monitoring form via our [application page](#) by **23:59 Wednesday 8th June 2022**.

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.

Interviews will take place in the week commencing 20th June 2022.

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.