



The Youth Endowment Fund Programme Support Manager

Reports to: Senior Delivery Operations Manager

Salary: £37,646 - £39,627

Location: Central London/ Remote (expectation of at least 2 day per week in the office or 1 day if remote)

Application deadline: Sunday 5th 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.

Deciding which projects, we should fund and evaluate is key, as is making sure we deliver our funding and evaluations to the highest standards. Your role will be dedicated to providing the support we need to select and manage promising projects excellently, so that we can build evidence about what works to prevent youth violence.

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 overseeing how they are evaluated. You'll make sure the team is incredibly organised and has the support it needs to work effectively. To do this you'll:

- Develop and manage project plans for new grant rounds, ensuring key activities are planned, communicated, managed and reported against.
- Proactively identify and seek to do the work that's not been done to make sure things work in our processes and approaches on the delivery of our grant rounds.
- Bring a consistent approach to grant agreement management within the teams you support. This means you'll help spot when grantees may be behind schedule and help our Programme and Evaluation Managers to stay on top of all reporting requirements.
- Co-ordinate, quality assure and contribute to the production of key internal and externally published documents. You will also make sure that everyone completes the bits of the report that they are meant to be writing – this will include external partners sometimes.
- Identify and track actions, ensuring everyone knows what is required and when, and chasing or helping to mitigate when there are issues.
- Establish working relationships with external stakeholders such as grantees and evaluators, supporting managers to deliver effective communication between all parties involved in a project.
- Support our teams in the use of our database system Salesforce, assisting their day-to-day use and helping to prepare for key events such as the launch of new grant rounds.
- As much as you lead, you're a team player and will also support key meetings, including planning and minute taking.

About you

You're this sort of person:

- **You are a highly effective project manager.** You can demonstrate clearly your experience of managing or coordinating projects from beginning to end. This involves stakeholder management, developing or maintaining excellent plans and making sure everyone knows what's going on and what their role is.
- **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 have experience working within a CRM system and enjoy learning what it can do.
- **You're incredibly organised:** You've got an eye for detail and you're excellent at designing a plan and seeing it through. You use your organisational skills to work across your team and keep everyone working together to achieve the same goals.
- **You are a critical thinker:** You've got the ability to take ideas apart and understand what is good or bad about them, and bravely suggest improvements.
- **You're able to work independently and as part of a team.** You get satisfaction from supporting your colleagues and meeting goals together but are self-motivated and can work independently.
- **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 Sunday 5th 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 13th 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.