



The Youth Endowment Fund Programme & Evaluation Officer

Reports to: Senior Delivery Operations Manager

Salary: £33,164.51 – £34,909.52

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

Closing date: 09:00am Monday 15th August 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. 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 two of our teams (our programmes and evaluation teams) to make sure we're excellent at selecting and managing projects to fund and evaluate. You'll make sure these teams are incredibly organised and have the support they need to work effectively. To do this you'll:

- Help make sure YEF stays on track with the work we have planned to do to 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.
- Assist our Evaluation and Programme Managers in making sure we receive the quarterly reports and requests for payments from our grantees and evaluators. You'll 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.
- Keep us organised by supporting us as we use our online database system called Salesforce. We use this 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.
- 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.

- Work with the programmes and evaluation teams to ensure that grant agreements and variations are accurate and appropriate, signed off in a timely manner, and that queries are responded to and that.

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 **09:00am Monday 15th August 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.

First round interviews will take place in the week commencing 22nd August 2022.

Second round interviews will be arranged with successful 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.