



The Youth Endowment Fund Programme Delivery Manager – Change Team

Reports to: Senior Grants and Commissioning Manager

Salary: £42,000

Location: Central London or Hybrid

Contract: 2-year fixed term – potential to extend

Closing date: 9am, Tuesday 14th July

Interview dates: 28th and 29th July

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.

One of the most important things we do is turn evidence into action through our change programmes, working directly with schools, local leaders and services to change practice and prevent violence. To deliver these programmes well, we need clear plans, smooth commissioning and procurement processes, accurate data and strong coordination across teams and partners.

The Programme Delivery Manager role is critical to making that happen, and it has two distinct elements:

Programme management for two Change programmes: You'll be the hands-on programme lead for two of our main change programmes. You'll work closely

with the Change delivery team to put clear, aligned plans in place and then brilliantly manage those plans day to day, making sure everyone knows what's expected of them and by when.

Commissioning and procurement support for the whole Change team: You'll also be the go-to source of guidance and advice for Change colleagues who are procuring or commissioning other activity. You'll help the team navigate processes correctly, ensuring commissioning is captured and maintained accurately in Salesforce and keep our ways of working consistent across the team. By keeping us organised and on track, you'll help us maximise the impact of every pound we invest.

Key responsibilities

Your role has these two distinct but complementary elements. The first is hands-on programme management for two of our main Change programmes. The second is acting as a source of guidance, advice and practical support on commissioning and procurement for the wider Change team. Together, these responsibilities are essential to keeping our programmes on track and our commissioning processes running smoothly and consistently. A detailed list of your key responsibilities is given below:

1: Hands-on programme management for two Change programmes

- **Lead programme planning and coordination:**
 - Work with the delivery team to make sure we have clear, aligned programme plans in place, with timelines, milestones and owners for every workstream.
 - Brilliantly manage those plans day to day, making sure everyone knows what's expected of them and by when, and that the team stays on track across multiple demanding workstreams.
 - Track dependencies and progress, flag risks to delivery early and coordinate solutions before issues become blockers.

2: Guidance, advice and practical support on commissioning and procurement for the Change team

- **Manage contracts and commissioning for delivery partners**
 - Draft, prepare and execute agreements and subsequent variations with delivery partners and commissioned providers, using Adobe e-Sign where required.

- Accurately input and maintain all programme data in Salesforce, including deliverables, financial commitments, payment schedules and supporting documents.
- Ensure timely reporting and compliance with contractual requirements.
- Resolve payment queries and discrepancies quickly, chasing outstanding invoices and reports where needed, and conduct regular data accuracy spot checks in Salesforce.
- **Support process improvements and ways of working**
 - Work with the Senior Grants and Commissioning Manager to keep the team's commissioning and procurement processes consistent with YEF-wide ways of working.
 - Develop and maintain simple, effective tools for planning, tracking and reporting, building on the systems we already use (including Salesforce).
 - Identify and suggest process enhancements to drive efficiency and consistency across our programme and commissioning operations.
- **Enable effective communication and reporting**
 - Serve as the central point of contact for programme delivery, commissioning and procurement requests across the team, ensuring streamlined processes and avoiding duplication.
 - Provide timely responses and clear communication to internal teams and external partners to keep everything moving.
 - Keep senior leadership informed with forward plans, dashboards and progress updates to support better strategic decisions.

About you

You're this sort of person:

- **You're highly organised and detail-oriented:** You can manage multiple workstreams, plans and deadlines without losing sight of accuracy. You take pride in keeping programmes, systems and processes running smoothly.
- **You're confident with systems and data:** You've worked with CRM, project management or grant management platforms (ideally Salesforce) and understand the importance of data integrity. You're comfortable creating, updating and checking records to ensure everything is correct.

- ***You like getting things done:*** You've got a track record of making things happen and ensuring tasks are completed on time. You're reliable and take ownership of your responsibilities.
- ***You're proactive and solution-focused:*** When something doesn't match up, like a milestone, payment request or contract detail, you don't just flag it, you work to resolve it quickly and effectively.
- ***You're brilliant at improving and organising things:*** You enjoy finding ways to make processes better and more efficient. You're good at understanding how things work and making them work even better.
- ***You're a great communicator:*** You build strong relationships with colleagues and external stakeholders providing clear guidance and timely responses. People trust you to keep things moving.
- ***You thrive in a support role:*** You like being the person who makes things happen behind the scenes. You're motivated by helping teams work efficiently and keeping complex programmes on track.
- ***You learn fast and adapt easily:*** You're comfortable picking up new systems, processes and ways of working. You're curious and always looking for ways to improve how things are done.
- ***You care about impact and inclusion:*** You want your work to make a difference in the community and are committed to equality, diversity and inclusion in everything you do.

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.

Hybrid Working Details

The office is based in Central London. Those living in and around London are expected to be in the office for a minimum of 2 days per week. If you live outside of London and work remotely, you'll be expected to work from the London office 2 days per month.

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.

To apply

To apply, please send a CV and cover letter, and complete the monitoring form click on "Apply for this" button by **9am Tuesday, 14th July 2026**.

You'll be required to provide proof of your eligibility to work in the UK.

Interviews will take place in the week commencing: 27th July 2026.

Benefits Include

- £1,000 professional development budget annually
- 28 days holiday plus Bank Holidays
- Four half days for volunteering activities
- Employee Assistance Programme – 24hr phone line for free confidential support
- Volunteering days – 4 half days per year
- Death in service – 4 times annual salary
- Flexible hours. Core office hours 10am – 4pm
- Financial support including travel and hardship loans
- Employer contributed pension of 5%

Personal Data

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.