

## Job description: Project Manager

**Duration:** Permanent

**Salary:** M3, London, £35,000

**Location:** Flexible

**Reporting to:** Head of Delivery

**Department:** Design and Delivery

**Key working relationships:** Design and Delivery department, teams from across the organisation and external stakeholders

### Purpose of the job

Reporting to the Head of Delivery, you will be responsible for project managing a number of projects delivered as part of our evolving offer to the youth sector; to have an impact on young people. You will deliver projects of consistently high quality that are of clear benefit to young people in a range of different organisations. All projects will run smoothly and efficiently, within budget and meet project and organisation outputs and outcomes.

### Why work at UK Youth?

UK Youth is a leading charity that exists to ensure all young people are equipped to thrive and empowered to contribute at every stage of their lives. We work with others to ensure that the youth sector is strengthened, supported, and that provision is youth-led, evidence-informed and delivers high-quality outcomes. UK Youth plays a unique role in addressing; the lack of investment in the youth sector, the lack of cross-sector understanding in how youth work makes a difference and the limited opportunities to embed effective solutions. These factors lead to mass inequality of access to youth services for young people.

### Key responsibilities

- Project manage the delivery of our evolving provision (digital and physical) in a diversity of organisations across the UK, ensuring it is delivered at the highest quality.
  - Manage the delivery teams running facilitation, training and events in our youth development content and workforce support tools for the youth sector and embed outdoor learning opportunities throughout the youth sector; across both digital and physical platforms.
  - Work with the Collective Action Department to embed our provision (digital and physical) in a diversity of organisations across the UK, ensuring it is delivered to the highest standard and engages diverse audiences.
  - Manage the accreditation and qualification portfolio, ensuring we have maximum impact for youth organisations and young people.
  - Manage the scheduling of activity across project work-streams, including volunteer activity
  - Manage relationships with project stakeholders including delivery partners
  - Working with the Research and performance Department manage data collection and monitoring processes and ensure projects achieve their outputs and outcomes on time and to budget

- Working with the Research and Performance Department ensure monitoring and evaluation is embedded into delivery.
- Report project progress to internal and external stakeholders via meetings, written reports and presentations
- Be a focal point for the projects for external organisations and staff, dealing with queries, taking a day to day responsibility for issues that arise and liaising with other staff and external organisations/individuals as necessary to ensure they are resolved
- Communications and Public Affairs:
  - Assist the External Relations Department in the development of marketing and communications materials
  - Lead the delivery of events to launch and showcase projects as well as events that form part of the learning experience for young people with support from the External Relations Department.
  - Work with the Collective Action Department to provide opportunities for politicians to engage with the projects

## Other area of responsibilities

- Deputise for Head of Delivery and work closely with colleagues to cover for each other as required.
- Ensure children and young people play a strong leadership role across the work.
- Line manage, develop and motivate direct reports where applicable
- Keep up to date on new developments and trends within the youth and outdoor learning sectors
- Work with the Head of Delivery in setting the business plan and annual budget
- Manage and operate within the agreed business plan and budget to ensure that departmental targets are met
- Manage a budget, ensuring maximum value is obtained
- Build relationships with aligned organisations; identifying opportunities to work in partnership where appropriate.
- Represent UK Youth at events and conferences.
- Act as an ambassador for the organisation, contributing to the effectiveness of meetings, the sharing of knowledge and experience and the development of UK Youth and its profile
- Ensure UK Youth Health and Safety and Safeguarding and any other appropriate policies are adhered to where necessary.
- Work closely with the other Project Managers and Design Project Manager and Grants Officer and hold strong relationships with the Research and Performance, Collective Action and External Relations Departments to ensure alignment and a streamlined approach.
- Take reasonable care of their own health and safety and for that of others who might be affected by their own work, as required by law and described in the relevant operating procedures and policies
- Undertake any other duties and reasonable requests that are in keeping with the nature of this post.

## Manager behaviours and expectations

All staff at UK Youth will demonstrate their commitment to our mission to ensure all young people are equipped to thrive and empowered to contribute at every stage of their lives. They will also be able to fulfil the below expectations and behaviours:

- Be committed to safeguarding principles, and be willing to put the welfare of children and young people at the forefront of your work.
- An understanding and belief in the inclusion of all staff, partners and young people irrespective of race, gender, sexuality, age, religion, ability, identity, and experience
- Actively promotes and embeds an understanding of equity, diversity and an inclusive culture
- Able to provide detailed feedback to direct reports on performance and development areas
- Able to mentor and develop skills in others
- Able to support others to learn from mistakes and support wellbeing
- Able to delegate work effectively and provide practical support

## Person specification: Project Manager

### Experience

- Demonstrate significant project management experience
- Experience of quality assurance
- Experience of leading facilitation and training teams to deliver content for young people and the youth and outdoor learning sectors is desirable but not essential to have experience across all
- Experience of planning and delivering events
- Monitoring and evaluation experience and an understanding of the importance of data in decision making

### Knowledge, skills and understanding

- Understanding and empathy of the current issues facing young people
- Strong people management skills
- Strong relationship building skills with the ability to connect with people and influence
- Excellent project management and quality assurance skills
- Good knowledge of youth work, youth development and outdoor learning
- Evaluation knowledge, with the ability to analyse data and develop information into reports for dissemination and presentation
- Understanding of effective learning and facilitation approaches
- Understanding of accreditation and qualifications frameworks
- Well-developed IT skills, including an understanding of CRM systems

### Personal qualities

- Inspiring, motivating and articulate communicator
- A proactive approach, self-motivated and enthusiastic with very high levels of initiative
- Systems thinker, who is process driven with the ability to influence to embed new ways of

working

- A 'can do' and flexible approach with the ability to adapt to changing priorities
- Ability to work under pressure and manage multiple workloads.

This post is subject to receipt of two satisfactory references, an enhanced DBS check and Right to work in the UK. Please note, this job description is subject to change. With any significant change, we will ensure this is discussed with you before any final approvals and or commitments.

This job description does not form part of your contract of employment. You may be required by the organisation to undertake any duties within your skills and capabilities, which the organisation reasonably considers necessary to meet business needs.