

Job description: Joined Up Project and Events Manager

Duration: Fixed Term Contract until End of September 2025 with a possible extension for a further 3 months

Salary: £42,904

Location: Flexible

Start date: Immediate start required

Reporting to: Network Development Consultant

Department: Network Delivery

Key working relationships: Network Delivery Function colleagues, especially Joined Up Institute team. Impact Function, especially Design Team and external partnerships.

Purpose of the job

UK Youth is seeking an exceptional Project and Events Manager to drive the logistical planning, launch and delivery of the Joined Up Institute. Building on the success of the [Joined Up Summit](#), the Joined Up Institute will be a groundbreaking year-round learning opportunity for practitioners across the youth, education, employment, health, social care, youth justice, business, government, and civil society sectors united by a common mission: to transform opportunities and outcomes for young people through cross-sector collaboration and evidence-based solutions.

Reporting to the Network Development Consultant, you will be responsible for providing the technical and operational expertise to ensure the successful delivery of key convening events that form part of the Joined Up Institute learning journey. You will work closely with the Director of Network Delivery and a cross functional project team to coordinate all aspects of project planning, implementation, monitoring, and evaluation of the events and providing wider project management support as needed. The role requires a highly organised, detail-oriented, and proactive individual with strong project management skills and experience delivering complex, innovative large-scale events.

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 have influence as a sector-supporting infrastructure body, a direct delivery partner and a campaigner for social change. As outlined in our 2025 [#unlockingyouthwork](#) strategy, we believe youth work is a catalyst for change that young people need now more than ever. We play a unique role in addressing; the lack of investment into the youth sector, the lack of cross-

sector understanding of how youth work makes a difference and the limited opportunities to embed effective solutions. We are building a movement of change; galvanising likeminded individuals, organisations, government, and businesses from all sectors, to work together and deliver system change for all young people. Together we will create a society that understands, champions, and delivers effective youth work for all

Key responsibilities

Project Management, Planning and Co-ordination

- Develop and maintain a comprehensive project plan, identifying key milestones, dependencies, and resource requirements
- Ensure all project deliverables are understood and delivered on time
- Create and manage project schedules, Gantt charts, and other project management tools
- Monitor project progress, identify risks and issues, and develop mitigation strategies
- Coordinate weekly project status meetings and provide regular updates to internal and external stakeholders

Stakeholder Management and Communication

- Identify and map key stakeholders across multiple sectors and organisations
- Develop and execute a stakeholder communication plan to ensure clear, timely, and transparent information sharing
- Coordinate the work of the Project team, internal teams and external partners to align project activities and deliverables
- Manage stakeholder expectations and resolve any conflicts or issues that arise
- Delivering/managing support for participants around events in run up and after e.g. digital content dissemination and participant comms
- Stakeholders include: internal UK Youth staff, network organisations, leaders from allied sectors, learning and delivery partners, system leaders, funders and contractors/suppliers.

Event Management and Logistics

- Lead Joined Up event management and logistics in pre-event planning including sourcing venues, holding relationships and coordination of the suppliers for successful event delivery, such as participant registration, event app, catering,

tech, production etc

- Manage risk, and ensure safeguarding, compliance health and safety obligations met
- Run event delivery at the events, leading the running order, and being key contact on the day

Budget and Resource Management

- Develop and manage the project budget, tracking expenditures and ensuring fiscal responsibility
- Identify and secure necessary resources, including venue, AV/IT, catering, and staffing
- Monitor and report on budget performance, flagging any variances or risks
- Lead any required procurement processes to appoint external contractors or agencies required to deliver project outcomes and manage external suppliers accordingly

Monitoring, Evaluation and Reporting

- Work with Impact function to establish key performance indicators (KPIs) and metrics to measure project success
- Develop and implement monitoring and evaluation tools, such as surveys, feedback forms, and data capture systems
- Analyse and report on project performance, identifying lessons learned and recommendations for improvement
- Contribute to post-event impact reports and presentations for internal and external stakeholders.

This is not an exhaustive list of duties and responsibilities you may be required to undertake any other duties and reasonable requests that are in keeping with the nature of this role.

Other area of responsibilities

- Deputise for Network Development Consultant and work closely with colleagues to cover department capacity as required.
- Ensure children and young people play a strong leadership role across all of UK Youth's work.
- Keep up to date on new developments and trends within the youth and outdoor learning sectors, and in cross-sector working.
- Work with the Network Development Consultant in setting and working within the annual budget and targets for all activity and maintain budgets as

appropriate.

- Manage and operate within the agreed business plan to ensure that departmental targets and overall strategic aims are met.
- Build relationships with aligned organisations; specifically identifying opportunities to work in partnership where appropriate.
- Act as an ambassador for the organisation, represent UK Youth at sector events and conferences.
- Contribute 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 other appropriate policies are adhered to where necessary throughout delivery. Take reasonable care of own health and safety, and as required by law and described in UK Youth's relevant operating procedures and policies.
- Work cross-organisationally and update key functions such as; Impact, External Relations and Charity Services.
- Undertake any other duties and reasonable requests in keeping with this post's nature.

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.
- Understand and believe in the inclusion of all staff, partners and young people irrespective of race, gender, sexuality, age, religion, ability, identity, and experience
- Actively promote and embed an understanding of equity, diversity and an inclusive culture
- Able to provide detailed feedback 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 and Events Manager

Experience

- Proven experience in project management, with a track record of delivering complex, large-scale projects
- Proven experience in successfully planning, delivering and managing large, complex or an ongoing series of events (e.g. a professional development programme)
- Experience of working with young people/ youth sector and understand the challenges they face
- Experience of connecting cross sector networks and understand the challenges and opportunities in this space
- Experience of using digital platforms (CRM/stakeholder management systems) to engage networks and communities
- Monitoring and evaluation experience and an understanding of the importance of data in decision making

Knowledge, skills and understanding

- Excellent organisational and time management skills, with ability to prioritise tasks and meet deadlines
- Highly detail-oriented, driven with exceptional planning, coordination, and problem-solving skills
- Strong budgeting and financial management skills, with experience managing large project budgets
- Strong understanding of project management methodologies, such as PRINCE2, PMI, or Agile and Proficient in project management software, such as MS Project, or Trello
- Excellent communication and interpersonal skills, with ability to build and maintain relationships with diverse stakeholders
- Good understanding of the youth sector, the challenges faced by young people and the impact of youth work
- Understanding of and empathy for the current issues facing young people
- Knowledge and experience of youth participation and youth engagement practices is desirable but not essential

Personal qualities

- Proactive and solutions-focused, with ability to anticipate and mitigate risks and issues
- Self-motivated and enthusiastic with very high levels of initiative, innovative and imaginative thinking



- Inclusive, collaborative and approachable
- Flexible and adaptable, with ability to work in a fast-paced, dynamic environment
- Commitment to youth empowerment and passion for driving social change

UK Youth is an equal opportunity employer and welcomes applications from all backgrounds. We are committed to ensuring our recruitment is fair and inclusive. We are happy to make reasonable adjustments throughout the recruitment process to support candidates with disabilities.

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 need.