



Job description: Employer Engagement Manager

Duration: Fixed-term contract until 31st December 2026; 37.5 hours per week

Salary: £42,904

Location: Hybrid working (London Office Base)

Reporting to: Head of Programmes

Department: Network Delivery

Key working relationships: Current and prospective employers; Summer Jobs Programme funders; young people; Network Delivery Leadership Team and Programmes Team; External Relations Department including Corporate Partnerships and Communications; Charity Services Department including Finance and CRM.

Purpose of the job

This role is an exciting opportunity for a proactive and driven individual to join the UK Youth Network Delivery Department. The Summer Jobs Programme is the largest programme in UK Youth's portfolio. Funded until the end of 2026, the programme is currently operating in its second year. The purpose of this role is to identify and secure employment placements, including those that generate some income, for The Summer Jobs Programme as well as overseeing the employer journey from start to end. Working closely with the Summer Jobs Programme Manager, the Employer Engagement Manager has key input into the work experience aspect of the programme.

The Summer Jobs Programme is a paid employment initiative running from July to September 2025 and 2026, supporting vulnerable young people in England and Wales. It aims to reduce youth violence and improve future engagement in education, training, and work by removing barriers to employment and offering structured, empowering opportunities. Young people begin with a one-week pre-employment training course, followed by a five-week job placement. Throughout, they're supported by both a local youth worker and an employer-based supervisor to ensure they receive consistent guidance.

Funded by the Youth Endowment Fund and Youth Futures Foundation, the programme launched in 2024 with over 400 participants and has expanded in 2025. A built-in Randomised Control Trial (RCT) will assess its impact on youth violence and long-term outcomes. In 2026, the programme will grow further, completing a three-year period of delivery and investment aimed at driving long-term, evidence-based change.

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

Employer recruitment and income generation

Work closely with the Communications Team and Corporate Partnerships Team to develop and implement an employer recruitment strategy for the final year of the Summer Jobs Programme, integrating both local and national approaches.

- Develop and implement the employer recruitment and income generation strategy, including national and regional targets, employer marketing plans, and sector diversification. Our final year of the programme will include a specific focus on increasing the number of corporate employers in the programme portfolio.
- Actively manage the employer pipeline and monitor progress to targets, providing regular updates to stakeholders and funders.
- Create sponsorship proposals and a tiered engagement menu.
- Collaborate with the Corporate Partnerships team and Communications teams to integrate employer asks into wider fundraising and marketing efforts.
- Engage national and local employer networks, delivery partners, UK Youth staff, and trustees to source placements.
- Ensure accurate income tracking with the Finance team and CRM.
- Adhere to safeguarding procedures throughout employer engagement.

Employer training and management

- Work with the Summer Jobs Programme Manager and the CRM Manager to refine and complete the development of the programme's CRM system.
- Be responsible for the entire employer journey from start to end which includes:
 - Finalise and use the CRM to track employer journeys.
 - Create compelling, informative resources that help onboard employers and outline their responsibilities.
 - Design and deliver structured training to equip employers with the tools and knowledge needed to support young people effectively.
 - Act as the main point of contact for employer queries and support throughout the programme.
 - Support employers with essential programme documentation, such as risk assessments, timesheet processes, and onboarding paperwork.
 - Ensure timely completion of required tasks and pre-placement activities, including mock interviews.
 - Use employer feedback and programme insights to refine and enhance the

employer experience.

Key Internal Relationships

- Line manage and support the Employer Engagement Officer and task manage other administrative roles related to employer journeys.
- Collaborate with the Summer Jobs Programme Manager to align employer and youth recruitment efforts.
- Work with the Director of Network Delivery and Head of Corporate Partnerships to shape recruitment and income strategies.
- Partner with regional Project Officers to connect with local employer networks.

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 understanding of equity, diversity and an inclusive culture
- Able to take personal accountability for key work areas and understand individual accountabilities within work areas back to inform planning and decision making
- Able to identify cause and effect relationships and take a solution focussed approach
- Able to be solution focussed in their thinking and approach.
- Undertake any other duties and reasonable requests that are in keeping with the nature of this post.

Person specification: Employer Engagement Manager

Experience

- Experience successfully setting the strategy for and managing mass recruitment drives for a project or programme, including target setting, pipeline forecasting, monitoring and reporting
- Some experience in fundraising, income generation or sales, with a focus on building partnerships and securing support
- Experience successfully recruiting employers to provide work experience placements
- Experience working on programmes for young people
- Experience of working in a busy and deadline-driven work environment
- Demonstratable experience of managing multiple relationships and securing new partnerships
- Previous experience of line management and leading a team to achieve ambitious targets

Knowledge, skills and understanding

- Strong understanding of work experience programmes and their benefits for employers and



young people

- Skilled in data analysis, forecasting, and monitoring progress
- Experienced in creating compelling proposals and pitches
- High attention to detail with strong planning, organisation, and project management skills
- Capable of managing complex, multi-strand programmes and meeting deadlines independently
- Proficient in Microsoft Office and CRM/donor database systems
- Effective team leader and motivator with good facilitation skills
- Knowledge of the needs of young people who may access work experience programmes
- A passion for the work that UK Youth do
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Personal qualities

- Driven and resilient with a pro-active approach, self-motivated and enthusiastic with initiative and commitment to achieving targets
- Flexible approach to work including willingness to work irregular hours and travel (with overnight stays) when needed (for which time off in lieu will be given)
- Excellent interpersonal skills
- People-person with a confidence in influencing and negotiating
- Excellent organisation and time management skills
- Passion for partnership management and the youth sector

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.

As part of the recruitment process UK Youth will be gathering and uses certain information about you. For further information regarding this please review our Data Protection Privacy Notice which explains what data of yours we process and how we use it.