

Job description: Summer Jobs Programme Manager

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

Salary: £42,904

Location: Hybrid working (London Office Base)

Reporting to: Head of Programmes

Department: Network Delivery

Key working relationships: Network Delivery department, colleagues in our Impact, External Relations and Charity Services departments; Summer Jobs delivery partners, external evaluators (IFF Research), Youth Endowment Fund

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. Reporting to the Head of Programmes, you will be responsible for programme managing our Summer Jobs programme. As Programme Manager, you will deliver the programme to a high standard and that the benefits to young people are realised. This will include ensuring that colleagues and stakeholders are clear on their roles and delivering on them effectively, that programme deliverables are met, risks managed effectively, and delivery is within budget.

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. This programme is delivered with a network of local youth work Delivery Partners and employers. 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, including working with over 2000 young people, 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

- Lead end-to-end delivery of the Summer Jobs programme, ensuring successful implementation across multiple regions.
- Manage the selection, contracting, and contract management of delivery partners and work with Project Officers to ensure effective fulfilment of contractual obligations.
- Coordinate timelines, budgets, and reporting requirements in line with funder expectations.
- Collaborate with IFF Research to support robust programme evaluation, including participant tracking and RCT protocols.
- Monitor programme performance and provide regular updates to internal stakeholders and the Youth Endowment Fund.
- Champion the voice of young people and embed youth participation throughout programme delivery.
- Manage the relationship with our payroll company, working closely to ensure the successful delivery of Right to Work check and payroll services.
- Lead management of the programme risk register, implementing mitigation strategies and escalating risks as required.
- Mobilise our team of Project Officers to ensure effective Delivery Partner engagement with programme requirements and task manage other delivery roles to ensure effective programme management.
- Ensure compliance with UK Youth safeguarding policies and manage risk proactively across programme activities.
- Work with the Summer Jobs Employer Engagement Manager and the CRM Manager to refine and complete the development of the programme's CRM system.

Other area of responsibilities

Reporting and Monitoring:

- Maintain accurate records, ensure smooth information sharing between our network of organisations and provide timely reports to funders and UK Youth senior leadership.
- Use data to drive decisions and adapt programme delivery to maximise outcomes.

Stakeholder Engagement:

- Collaborate with the Summer Jobs Employer Engagement Manager to align young people and employer recruitment efforts.
- Develop and maintain strong relationships with delivery partners and other key stakeholders.
- Liaise with Project Officers to ensure consistency and quality in delivery partner support.

Team Collaboration:

- Work closely with internal teams including Impact, Comms and Income Generation to ensure aligned and effective delivery.

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
- Undertake any other duties and reasonable requests that are in keeping with the nature of this post.

Person specification: Summer Jobs Programme Manager

Experience

- Proven experience in programme management within youth, education, or community settings
- Experience managing external partnerships and multi-stakeholder programmes
- Experience managing large-scale, grant-funded, externally evaluated projects. Ideally this will include working on a randomised controlled trial.
- Experience in designing and delivering training
- Experience in contracting and contract management
- Understanding of and commitment to effective safeguarding practice
- Previous experience of line management and leading a team to achieve ambitious targets

Knowledge, skills and understanding

- Excellent programme and project management skills. Ideally this will include a project management certification
- Strong people management skills.
- Strong understanding of work experience programmes and their benefits for employers and young people
- Understanding and empathy of the current issues facing young people
- Strong relationship building skills with the ability to connect with people and influence
- Good knowledge of youth work, youth development and outdoor learning
- Skilled in using data for monitoring, evaluation and learning
- Understanding of effective learning and facilitation approaches
- Proficient in digital tools for project management and communication (e.g. MS Office, project

tracking software).

- Comfortable working in fast-paced, adaptive environments.
- Knowledge of contract management processes and risk mitigation strategies.

Personal qualities

- Passionate about supporting young people and reducing inequalities.
- Passionate about the importance of evidence building
- Collaborative and team-oriented
- Flexible and solutions-focused
- Driven and resilient with a pro-active approach, self-motivated and enthusiastic with a commitment to achieving targets
- Inspiring, motivating and articulate communicator
- 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.

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.