

## Job description: Head of Programmes

**Duration:** 12 Month FTC from Feb 26 until Feb 27. Full-time; 37.5 hours per week

**Salary:** £50,807

**Location:** London office and remote hybrid; some travel

**Reporting to:** Assistant Director, Network Delivery Operations

**Department:** Network Delivery

**Key working relationships:** Network Delivery: Leadership Team, Programmes Team; Charity Services: Management & Systems Accountant, CRM Manager; Impact: Head of Design, Head of Policy and Public Affairs, Head of Research and Knowledge Management; External Relations: Assistant Director of Income Generation, Head of Philanthropy & Partnerships; Outdoor Learning: Assistant Director of Outdoor Learning

### Purpose of the job

The Head of Programmes will lead the strategic planning, delivery, and quality assurance of our youth development programmes. The role is responsible for ensuring high-quality programme implementation, managing key stakeholder relationships, overseeing budgets and resources, and ensuring safeguarding and compliance standards are met.

### 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

#### Programme Delivery, Management & Quality Assurance

- Lead strategic and operational planning, delivery, and continuous improvement of youth development programmes.
- Work with the Design team to ensure programme design and delivery aligns with

organisational objectives and meets the needs of young people.

- Work with the Evaluation team to develop and implement robust quality assurance frameworks to monitor programme impact and effectiveness.
- Support and oversee Programme Managers to ensure programmes and delivery partners meet performance and safeguarding standards.
- Manage programme risks, escalating issues where necessary.

## Stakeholder Management

- Build and maintain strong relationships with delivery partners, funders, national and regional youth sector infrastructure organisations, partners, and other key stakeholders.
- Represent the charity at events, conferences, and meetings to advocate for our work.
- Work collaboratively with internal teams to ensure seamless programme delivery and impact reporting.
- Work in partnership with the Head of Network Development to ensure programme stakeholders are connected to our Network offer by ensuring they are made aware of and given opportunities to engage with our network offer and platforming and disseminating programmatic insights through our network offer.

## Planning, Budget and Resource Management

- Lead programmes planning, setting clear objectives, milestones, and KPIs.
- Measure progress against programme objectives and deliverables, ensuring accountability and continuous improvement.
- Manage budgets effectively, ensuring financial accountability and value for money, and work with Finance to meet financial planning, reporting and management requirements.
- Work with External Relations to support fundraising, business development and funder account management and reporting.

## Monitoring, Evaluation & Reporting

- Oversee monitoring and evaluation processes to track programme outcomes and impact, working closely with the Evaluation and External Relations teams.
- Ensure data collection and reporting align with funder requirements and internal standards.
- Provide regular reports to senior leadership, trustees and external stakeholders on programme performance and impact.

## Leadership and Management

- Provide strong leadership to the programmes team, setting clear direction and fostering a high-performance culture.
- Line manage, performance manage and develop direct reports, ensuring they have the support, resources, and opportunities for professional growth.
- Support professional development within the team, ensuring staff have the necessary skills and knowledge.
- Promote a collaborative and inclusive working environment, both within the organisation and with external partners.
- Champion innovation and continuous improvement in programme delivery.
- Contribute programmatic experience, expertise, and insights to our strategy, policy,

influencing and advocacy work.

## **Safeguarding, Inclusion and Wellbeing**

- Ensure safeguarding policies and procedures are upheld across all programme activities, creating a safe and inclusive environment.
- Promote a culture of safeguarding across the organisation and delivery partners.
- Champion the wellbeing of young people, ensuring appropriate support structures are in place.
- Keep up to date with best practices and legislative requirements in youth work and safeguarding.
- Work closely with safeguarding leads to manage any concerns or incidents appropriately.
- Work in partnership with the Head of Youth Participation to contribute to, test and embed the youth participation strategy across our programmes and practice.
- Integrate equity, diversity and inclusion principles and practice across programme delivery using equity impact assessments and ensuring EDI is a core component of training and onboarding for all partners and stakeholders.

## **Head of Department 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: Head of Programmes

### Essential

- Significant experience in programme management within the youth, education, employability, or mental health sectors.
- Strong leadership skills with experience in managing teams and delivery partners.
- Excellent stakeholder engagement and relationship management skills.
- Proven experience in budgeting, resource management, and financial oversight.
- Strong understanding of safeguarding and risk management in youth programmes.
- Ability to use data and evaluation to drive programme improvement.
- Excellent communication and report-writing skills.
- Excellent strategic and operational planning skills with the ability to successfully manage a diverse and complex programme portfolio.
- Excellent leadership and team management skills, with experience developing staff and effectively managing performance.
- Knowledge of safeguarding principles and practice.

### Desirable

- Experience in a senior role within the youth, charity, or voluntary sector.
- Knowledge of youth sector infrastructure organisations and their roles at national, regional, and local levels.
- Experience working with funders and securing programme funding.
- Knowledge of policy developments in youth employment, mental health, and physical literacy.
- Experience working in a grant-funded environment.

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. 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.