

Job description: Project Officer

Duration: Three months (until 10th April) with the possibility of extension

Salary: O3, London, £32,228

Location: Flexible, some travel

Reporting to: Project Manager

Department: Network Delivery

Key working relationships: Project Managers within Network Delivery, Network Delivery Coordinator, Head of Programmes, Network Delivery department, teams from across the organisation, external stakeholders, including youth organisations and other organisations working with young people in your region.

Purpose of the job

This role creates a positive impact for young people by managing partners through the effective delivery of our youth work programmes, delivering high quality facilitation and training and building excellent relationships across a region to contribute to improvements in our network offer.

Working with Project Managers across Network Delivery, you will enable the effective delivery of our provision to the youth sector through effective contract management and support for partnerships with Delivery Partners and Grantees. You will deliver high quality training and facilitated sessions, translating curriculum and content into engaging and effective delivery. Working within a specific geographical location you will pro-actively build relationships with organisations and networks and foster connections that will help to unlock youth work for all young people. You will gather insights from across your region to feed into and contribute to the development of our offer to our network.

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

- Account and contract management of relationships with a portfolio of Delivery Partners and Grantees within your geographical location
- Ensure that Delivery Partners and Grantees understand their programme and grant requirements and are successfully delivering against those
- Support Project Managers in coordinating and administering a range of project activities

through the project lifecycle including contracting, onboarding, monitoring progress, event management and delivery and data collection

- Conduct visits to youth organisations engaged in our digital and physical delivery
- Support the Impact team with monitoring and evaluation of our work as required, including data input and collection
- Support the External Relations team with opportunities to engage media and politicians with specific projects.

Facilitation and training

- Deliver engaging and effective facilitation, training and events across both digital and physical platforms.
- Translate curriculum, content and workforce development tools into impactful delivery for youth workers and young people across both digital and physical platforms.

Network Development

- Build knowledge of the provision of support for young people in your geographical location to enable you to act as an effective relationship builder, networker and connector
- Actively engage individuals, organisations and specific networks that can support development of our delivery (e.g., employment networks, regional infrastructure organisations, Violence Reduction Networks)
- Facilitate Delivery and Grantee networks and collaboration spaces as per the requirements of our youth work provision and network offer
- Engage Delivery Partners and Grantees with our network offer and facilitate the embedding of our youth development content and workforce support tools
- Identify opportunities to showcase excellent Delivery Partner and/or Grantee practice to the wider network through our internal and external channels
- Develop regional network insights and intelligence and feed those into the development of our network offer

Other area of responsibilities

- Ensure consistent use of our Microsoft Dynamics CRM platform for effective relationship management and programme delivery
- Administrative duties such as; minute taking, arranging travel and booking venues.
- Deputise for relevant Project Managers 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.
- Act as an ambassador for the organisation, represent UK Youth at sector events and conferences.
- 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.

Officer 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: Project Officer

Experience

- Experience in relationship and contract management
- Experience coordinating activities across several programmes and project simultaneously
- Expertise in facilitation and training particularly in youth development content
- Experience planning, delivering and hosting events
- Experience of operating effectively in a matrix management structure

Knowledge, skills and understanding

- Understanding and empathy of the current issues facing young people
- Knowledge of effective relationship management practices including ability to support and challenge partners to meet contractual delivery requirements
- Excellent organisation skills with the ability to manage and take responsibility for own workload, handling multiple priorities simultaneously
- Knowledge of youth work, youth development and outdoor learning, preferably within the area we are recruiting the role for
- Knowledge of effective learning approaches for young people and adults
- A youth work qualification would be desirable.

Personal qualities

- Inclusive, collaborative and approachable



- Inspiring, motivating and articulate communicator
- A pro-active approach, self-motivated and enthusiastic with a solutions-focused approach and can-do attitude.
- Flexible and adaptable approach to work
- Able to work effectively independently and demonstrate high levels of resilience
- Confident in training and presenting to large audiences

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.