Youth Business International (YBI)’s mission is to support young people to start, grow and sustain their businesses - enabling them to create jobs, build communities and transform lives.

Young people are critical to future economic development and key to achieving the Sustainable Development Goals. However with 66 million unemployed youth worldwide and 145 million young workers living in poverty, this potential is not being realised.

Addressing the youth employment crisis is imperative, not only for the well-being of young people but also to ensure sustainable, inclusive growth and social cohesion globally.

Locally rooted network leading to global impact
Established in 2000, YBI brings together organisations with aligned goals to develop and scale the most effective solutions to the critical challenges facing young entrepreneurs and catalyse positive change in entrepreneurship culture.

Since 2014 we have supported over 95,000 young people to start or grow a business by delivering a range of practical entrepreneurship support services, from guiding a young person to register a new business and improving their bookkeeping skills to helping them write a business plan or grow their fledgling business through facilitating access to finance.

Our expert members
Our 50 members in 48 countries are diverse, ranging from training organisations, microfinance institutions, mentoring specialists to business associations and incubators. Locally rooted and locally led, members combine deep contextual knowledge with YBI’s sector-leading global expertise and tools.

YBI unlocks young people’s potential and turns job seekers into job creators
Our goal is to reach 1 million young people by 2025
The Network effect

YBI is supported by the Network Team, based in London, UK and Bogota, Colombia. This small, passionate team are committed to equipping members with the most effective solutions to empower youth with the right tools to start and grow sustainable businesses. As a network, we learn, innovate and influence together to drive impact for young entrepreneurs and their communities.

Learn
Building impactful organisations
We deliver training and other capacity development support to facilitate learning exchanges and connect members to partners with relevant expertise.

Innovate
Developing new products and services
We convene the collective expertise of the network to identify gaps in support for young entrepreneurs and collaborate to develop solutions.

Influence
Generating and leveraging evidence
We work with members to undertake research on priority themes and use these learnings to drive change in policy and practice.

Our values and team

Our values are embedded in everything we do:

Tenacity - We won’t give up until every young entrepreneur has the opportunity to succeed;

Collaboration - We work together as a team, building trust to connect and empower;

Quality - We strive to set the highest standards in youth entrepreneurship support.

You will work across the YBI Network Team and with members on a range of projects. Maintaining our reputation as a leading global network requires a highly skilled, knowledgeable, energetic team to manage our internal business functions. As a part of this diverse and talented group of individuals, you can play a vital role in Youth Business International success.

Role Overview

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Programme Manager</th>
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<tbody>
<tr>
<td>Location</td>
<td>Central London (with occasional travel post-COVID-19)</td>
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<tr>
<td>Term</td>
<td>Permanent</td>
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<tr>
<td>Hours</td>
<td>Full-time (Mon-Fri, 37.5 hours per week) open for flexible working requests</td>
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<tr>
<td>Salary</td>
<td>£35,000-£45,000 per annum (depending on experience)</td>
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<tr>
<td>Reporting to</td>
<td>Head of Development and Programmes</td>
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Youth Business International is seeking an outstanding Programme Manager to manage an exciting portfolio of international programmes with a range of donors. The successful candidate will lead on programme quality and stewardship and will be instrumental in developing and nurturing innovative global partnerships which further YBI’s strategy and impact.
Role Purpose

This role is instrumental in achieving our ambition through delivering existing and new partnerships with the following principles in mind:

a) Building/maintaining strong working relationships and balancing carefully the needs of our partnerships with the needs and capacity of our members - both sets of stakeholders will enjoy a trusted relationship and a rewarding experience of working with the Network Team.

b) Demonstrating greater accountability for every partnership ‘dollar’ - managing strong programme management processes and reporting across the Network Team and members (where relevant), resulting in clear reporting at senior level and strong donor confidence in YBI.

c) Delivering well and consistently - working with YBI Network Team, members and delivery partners (where relevant) to ensure programme deliverables are achieved/exceeded and risks are effectively flagged and mitigated. In addition, working proactively to unlock additional opportunities within partnerships and maximise potential for further leverage.

d) Contributing to the Network Team’s continuous improvement - supporting the development of replicable and innovative partnership models based on lessons learnt; contributing insights and guidance at senior level about maximising the value of existing partnerships.

Key responsibilities

1. Programme Management

- Responsible for the management of a portfolio of regional and global programmes across YBI’s network.

- Responsible for ensuring that YBI’s programmes consistently meet their targets and milestones, working closely with YBI Network Team, members and partners to maintain the programme work plan.

- Use appropriate project management systems/tools to enable the effective delivery and monitoring of all programmes in your portfolio.

- Responsible for managing programme budgets, working with delivery partners and finance to ensure that all programmes are delivered within budget and represent good value for money for YBI and donors.

2. Programme Quality

- Ensure that programme quality is maintained and strengthened at all stages of the project cycle.

- Work closely with our Learning and Influence Team to establish and/or maintain appropriate programme monitoring tools and processes.

- Monitor programme results and share learning with the wider Programme team and Network to support continuous improvements to programme quality.
3. **Grant Reporting and Stakeholder Management**

- Responsible for producing regular high-quality and timely reports for all programme grants within YBI’s portfolio requiring coordination and management of YBI Network Team and members.
- Support Development Team colleagues as required to manage and steward relationships with programme funders and other key stakeholders to maximise partnership opportunities for YBI.
- Collaborate with the Communications Team to develop and agree appropriate and insightful communications collateral relating to the programmes.

4. **Development of New Projects**

- Play a key role in developing YBI’s programmatic approach.
- Work with YBI Team Leads to effectively design/develop/test/implement innovative and/or new projects using programme management best practice.
- Provide insights and guidance at critical stages to ensure these projects are aligned with YBI’s organisational strategy and partnership objectives.
- Support the development of proposals to existing partners where YBI is seeking investment/buy-in for new projects as part of an existing programme.

**Person specification**

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<tr>
<th>CRITERIA</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td><strong>Education and Training</strong></td>
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<tr>
<td>Degree or equivalent experience in a relevant field</td>
<td>✓</td>
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<td>Project management or similar qualification</td>
<td>✓</td>
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<tr>
<td><strong>Professional skills</strong></td>
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<tr>
<td>Excellent understanding of organisational and programmatic structures</td>
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<td>Proven ability to build partnerships with funders and develop funding bids</td>
<td>✓</td>
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<tr>
<td>Proven ability in building and maintaining a high-level and diverse network of effective working relationships, both internally and externally</td>
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<td>Ability to communicate with impact at all levels and to recognise and effectively manage potentially sensitive situations</td>
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<td>Strong financial management skills</td>
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<td>Excellent project management skills and ability to write clear, concise, accessible reports</td>
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<td>High levels of autonomy and self-motivation, with the ability to quickly adapt and work with pace</td>
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<td><strong>Sector Experience</strong></td>
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<tr>
<td>A proven track record of managing and supporting online communities or experience of managing online forums</td>
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<tr>
<td>Extensive experience in a comparable role with demonstrable evidence of achievement, including experience of successfully managing programmes, teams and budgets of a similar scale</td>
<td>✓</td>
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</table>
Proven success of managing and delivering multi stakeholder strategic and operational programmes ✓
Experience of process improvement within a programme management context ✓
Experience of Evaluation and Learning processes and impact assessment ✓
Advanced level experience of grant management and reporting in the non-profit sector ✓
Experience of donor relationship in the NGO sector ✓
Experience of managing youth entrepreneurship support programmes ✓
Experience of managing programmes being delivered in a developing country context ✓

Other

Fluency in English ✓
Language skills, especially Spanish and French ✓
Experience of working in a network, or a global outlook with experience working across cultural contexts ✓
Knowledge of youth development, livelihoods and entrepreneurship ✓
Commitment to YBI’s organisational values of Quality, Tenacity and Collaboration ✓

How to apply

If you are interested in applying, please send your CV (maximum 2 x A4) and a covering letter to HR@youthbusiness.org. Your covering letter (maximum 2 x A4) should:

- Explain why you want this job;
- Explain how your background and experience make you a suitable candidate - please use examples of specific projects and achievements;
- Show what relevant skills and knowledge you will bring, referring to the person specification;
- Confirm you have an existing right to work in the UK (we are unable to accept applications otherwise);
- Confirm where you saw this job advertised.

Closing date: Thursday, 21st May 2020 at 09:30am
Interviews: w/c 26th May 2020

YBI is an equal opportunity employer and we are opposed to discrimination on any grounds. We are committed to creating a diverse environment therefore all qualified applicants will receive consideration for employment without regard to disability, race, religion, gender identity or expression, sexual orientation, age, or ethnic or national origin. Please let us know if you require any reasonable adjustments, due to a disability, to assist you in completing your application and/or participating in a selection test or attending an interview in the event that you are shortlisted.

At YBI, your right to privacy and confidentiality is important to us. By applying for this job, your information will be entered into our recruitment system for YBI’s employment purposes only and for no longer than one year after the post has been filled; then personal data will be disposed of in the GDPR compliant manner. We store all data securely and will not disclose it to any third parties without your consent. Please see our Data Protection Policy here to find out more.