

Ready to Help project Manager

Job Level	4	Kornferry Function	
Directorate	Internal Services	Function/Service	Youth Engagement
Direct Reports	0	Indirect Reports	0
Line Manager Title	Youth Engagement Manager	Budgetary Responsibility	£40,000

The Leadership and Management of our people is critical to us as an organisation. The responsibilities and expectations of Leaders and Managers at this level can be found in [Our Leadership Framework - RedRoom](#).

Our Leadership Framework defines the leadership standards we want to see at the British Red Cross. It shows what great leadership looks like. Our goal is to create a great workplace and deliver excellent services to our users. [Our Leadership Framework - RedRoom](#), along with [Our values and behaviours - RedRoom](#) and Fundamental Principles, helps everyone understand how the leadership capabilities relate to their role and context.

Diversity is something we celebrate, and we want you to be able to bring your authentic self to the British Red Cross. We want you to feel that you are in an inclusive environment, and a great position to help us spread the power of kindness. You can read more about [Equity, Diversity & Inclusion \(EDI\) at the British Red Cross - RedRoom](#) here.

Role description:	
Purpose	This post will have oversight of the Ready to Help programme, driving youth engagement with the organisation through the design and delivery of small accessible grants in partnership with young people; distributing and monitoring funds; providing guidance and advice; capturing learning and hosting a conference in the final quarter. This programme aims to remove barriers to young people taking social action and contribute to our vision that young people are resilient and ready to help.
Key Responsibilities	<p>Programme Development and implementation</p> <ul style="list-style-type: none"> As the Ready to Help programme lead develop effective programme design, governance and delivery processes ensuring alignment with the BRC Youth Engagement Strategy across the UK Provide logistical support – ensuring participants have equipment, transport, and the resources they require to deliver projects. Ensure risks are managed through robust risk assessment and mitigation Collect monitoring and evaluation information to track programme progression and form recommendations for future programming <p>Young People’s Experience</p> <ul style="list-style-type: none"> Establish, recruit, and support a Youth Steering Group to co-design and guide the programme ensuring young people’s voices shape decision-making at all stages

	<ul style="list-style-type: none"> • Implement a young person friendly process of application and assessment drawing on previous organisational learning • Provide ongoing support to young grant recipients, helping them deliver their social action projects successfully and complete evaluation and reporting • Upskill young people to become peer assessors to support the allocation of grants • Plan, organise and deliver a keynote conference to showcase and celebrate the power of youth action • Ensure the programme is inclusive, accessible and reflective of diverse young people across the UK <p>Financial Management</p> <ul style="list-style-type: none"> • To administer the grant budget, allocating funds appropriately and managing receipts and reports • Designing young person friendly processes to ensure funds are accessible and utilised <p>Communications</p> <ul style="list-style-type: none"> • To promote the opportunity to young people (and routes to them) creating appropriate assets across internal and external communication routes • To capture stories about each project to celebrate and promote young people's actions • To support young people in sharing their event reflections online in line with media policy and procedure <p>The responsibilities described are not a comprehensive list and additional tasks may be assigned from time to time that are in line with the level of the role.</p>
<p>Know-how</p>	<ul style="list-style-type: none"> • Proven experience managing projects from inception to delivery, including budgeting. • Experience working directly with young people, ideally in participation, youth leadership or co-production contexts. • Strong organisational and planning skills, with the ability to manage multiple priorities. • Excellent communication skills, with the ability to engage and motivate young people. • Ability to facilitate groups and create inclusive, safe spaces. • Strong administrative, reporting and digital skills. <p>Desirable</p> <ul style="list-style-type: none"> • Experience designing or administering grants, funding programmes or similar processes. • Experience working in the charity, education, or youth sectors. • Experience delivering national programmes, events or conferences.

Additional Requirements	<i>Monthly evening and weekend work required in line with young people's availability. Quarterly travel/overnights likely.</i>

Pre Engagement Checks Highlight bold as required	
DBS- England & Wales	Child Workforce
PVG- Scotland	None
Access NI- Northern Ireland	None
Driver Check	No
<u>International Roles Only</u>	
International Police Check	Yes/No
International Driving Licence for manual cars	Yes/No

Role Reference		Review Date	
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We guarantee an interview to disabled candidates (as defined in the 2010 Equality Act), who meet the minimum shortlisting criteria in the advertised person specification and apply under the disability confident scheme.