

Job description: Network Manager

Duration: Permanent; Full-time; 37.5 hours per week

Salary: M3 - £39,517

Location: London office and remote hybrid; regional travel required

Reporting to: Head of Network Development

Department: Network Delivery

Key working relationships: UKY Network members and sector infrastructure partners, Network Delivery and Outdoor Learning departments, Impact department, including Communications, Policy and Research teams; Charity Services department.

Purpose of the job

UK Youth exists to widen the reach and deepen the impact of youth work and outdoor learning.

To do this, we work with a network of youth organisations delivering youth work and outdoor learning youth work across the UK, as well as national, regional and specialist infrastructure bodies that collectively strengthen the impact and sustainability of the sector.

Together, this network forms a connected system focused on one shared aim: widening the reach and deepening the impact of youth work and outdoor learning.

As our Network Manager, you will live and breathe our network, developing a deep understanding of the makeup, needs and priorities of network members to lead effective engagement and establish a high quality experience. You'll drive a number of projects and steward relationships as part of our evolving offer, focusing on listening, moving from a transactional to a relational approach to supporting and learning from our network, equipping leaders with the skills, networks, and confidence to deliver exceptional support to young people.

You'll support the Head of Network Development and the Senior Leadership Team to evolve UKY's network offer as part of our new strategy. You will be a key advocate for the sector, ensuring our network remains responsive, resilient, and well-equipped to meet emerging opportunities and challenges.

The role requires deep understanding and experience of the youth sector, the ability to confidently build relationships with leaders of practice and organisations, as well as a highly organised and proactive individual with strong project management skills.

Why work at UK Youth?

UK Youth exists to widen the reach and deepen the impact of youth work and outdoor learning. We support a network of thousands of youth organisations across the UK to improve young lives every day. At the same time, we are transforming the policies, investment, and ideas needed to future-proof youth work and outdoor learning for generations to come:

- We back youth work leaders with the evidence, connections, and investment they need to thrive.
- We keep youth work effective with research, large-scale pilot programmes, and professional development initiatives.
- And we work with young changemakers to inspire lasting change in the attitudes of the public and funders.

Key responsibilities

Relationship Building, Network Onboarding and Partnerships

- Build and maintain trusted relationships with a range of network members including our cross-nation, national and regional youth sector infrastructure partners, leaders of youth work practice and organisations, and other stakeholders.
- Represent the charity at events, conferences, and meetings to advocate with and for our network and youth work.
- Manage network onboarding processes, ensuring members can seamlessly join and engage with our network.
- Manage data and CRM systems to ensure accurate record-keeping, reporting, and effective stakeholder engagement in connection with wider teams.
- Collaborate with internal teams and external partners to effectively achieve network development outcomes.

Network Engagement, Experience and Capacity Building

- Identify and deliver strategies to strengthen relationships and engagement with our 9,000 strong network of youth organisations to enhance network members' experience.
- Mobilise and implement initiatives that support the capacity building of leaders and organisations, ensuring they have the tools, knowledge, and resources to enhance their impact.
- Convene and support two-way opportunities for peer learning, collaboration, and knowledge exchange across the network to shape UKY's work and influence policy.
- Manage communications to the network, ensuring timely, relevant, and impactful messaging with effective feedback loops.
- Deliver initiatives that enhance skills, knowledge, and leadership development within the youth sector workforce.
- Develop training, resources, and partnerships that equip organisations with best practices and innovative approaches.
- Advocate for youth sector workforce development with key funders, policymakers, and stakeholders.

Planning, Budget and Resource Management

- Work with the Head of Network Development in setting and working within the annual budget and targets for all activity and maintain budgets as appropriate.
- Manage and operate within the agreed business plan to ensure that departmental targets and overall strategic aims are met.

- Develop and maintain comprehensive project plans, identifying key milestones, dependencies, and resource requirements
- Monitor projects progress, identify risks and issues, and develop mitigation strategies.
- Lead project status meetings and provide regular updates to internal and external stakeholders.

Leadership and Management

- Provide effective leadership to the network 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 network development.
- Keep up to date on new developments and trends within the youth and outdoor learning sectors.
- Contribute network development experience and expertise to our strategy, policy, influencing and advocacy work.

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.
- Understand and believe in the inclusion of all staff, partners and young people irrespective of race, gender, sexuality, age, religion, ability, identity, and experience
- Actively promote and embed an understanding of equity, diversity and an inclusive culture
- Able to provide detailed feedback on performance and development areas
- Able to mentor and develop skills in others
- Able to support others to learn from mistakes and support wellbeing
- Able to delegate work effectively and provide practical support

Person specification: UKY Network Project Manager

Experience

- Experience delivering youth work practice with young people.
- Understanding of youth policy, workforce challenges, and sector-wide trends including the changing aspirations and needs of young people and the impact of youth work in supporting these.
- Knowledge of youth sector infrastructure organisations and their roles at national, regional, and local levels.
- Strong programme and project management expertise, including a demonstrable track record of successfully leading and managing large-scale or complex programmes and projects in a previous role.
- Excellent relational and stakeholder engagement skills, with proven experience building and maintaining relationships across diverse organisations.
- Proven experience in network development, membership engagement, or partnership management within the charity, youth, or community sector.
- Experience in workforce development, training, or skills enhancement within a sector-focused setting.
- Excellent line management skills, with experience developing staff and effectively managing performance.
- Exceptional communication skills, both written and verbal, with the ability to engage diverse audiences in a variety of settings.
- Experience in budget management and financial planning.

Desirable

- Previous experience of a leadership role within the youth sector.
- Experience working in a membership or network-based organisation.
- Experience of using digital platforms (CRM/stakeholder management systems) to engage networks and communities.

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.