



YOUTH EMPLOYMENT MANAGER

**Recruitment Pack
August 2026**



WELCOME

Thank you for considering our opportunity to join Poetic Unity as our first Youth Employment Manager (YEM).

At Poetic Unity, we're dedicated to empowering young people with opportunities to be heard, feel valued in society and reach their highest potential.

Since launching our new [10 Year Vision](#) in 2026, we've been working hard to fundraise and mobilise new programmes, partnerships and activities to fulfil our strategic focus. This role forms part of a groundbreaking fund we've been awarded to bring our Employment programmes to life.

If you are passionate about racial justice, working with young people, and have the experience, creativity and drive to lead, we welcome you to explore this opportunity further!

ABOUT US

Poetic Unity is a Black-led charity committed to addressing systemic racism and its impacts on children and young people's mental health, education and employment. We use poetry and social action to cultivate joy, connection and empowerment across our communities.

Based in Brixton and founded in 2015, we have since worked with over 60,000 young people across the UK in communities, education, cultural spaces and prisons.

Our spaces, whilst open to all, place a dedicated focus on supporting young people of Black and mixed Black heritage, ensuring they are seen, heard, and celebrated.

Our vision is to create a world free from racism and injustice through the power of poetry.

To do this, we deliver creative, poetry-based programmes that improve young people's mental health, transform their experiences of education and place them in positions of power to lead change in their lives and wider communities.



JOB DESCRIPTION

Our YEM role is an exciting new opportunity to lead on Poetic Unity's innovative Employment programmes, which makes up one of our three priority areas: Mental Health, Employment and Education.

This role, forming part of our Senior Leadership Team, will play a critical role in supporting thousands of Black young people across the UK to access safe, inclusive and empowering employment opportunities - changing culture and reshaping systems.

Job Title:	Youth Employment Manager
Salary:	£40,000
Location:	On-site in Brixton with some remote flexibility
Hours:	Full time (35 hours) Due to the nature of our work, some evening and weekend work will be required with this role.
Contract:	Permanent Depending on funding and subject to performance. This role includes a 6 month probationary period

KEY RESPONSIBILITIES

Strategic planning:

- Collaborate with the CEO and Programme Manager, forming part of the Senior Leadership Team (SLT) to work towards Poetic Unity's strategic 10 Year Vision
- Identify opportunities for organisational and programmatic growth with our Employment priority

- Monitor sector and industry trends and best practice to ensure Poetic Unity remains at the forefront of empowering Youth Employment activities.

Programme Development and Management:

- Be responsible for the development and management of the Chief Operations Officer Senior Leadership Training (COO SLT) - an innovative training programme for 10 Black young people to achieve the skills required to thrive in positions of senior leadership
- Be directly responsible for the management of the annual Cultural Leaders programme - a 12 month employment programme for 5 Black young people each year, working across different areas of Poetic Unity and with partners across the sector to develop transferable skills
- Design, implement and manage The Blueprint - a national framework of best practice for the employment of Black young people in creative organisations
- Ensure all Employment programmes are effectively meeting the needs of the target demographic and are aligned with Poetic Unity's strategic Vision
- Ensure all Employment programmes are effectively meeting the objectives and funding goals as outlined in associated funding requirements
- Be responsible for the effective monitoring and evaluation of all Employment programmes
- Be responsible for programme budget and finance management, working in line with awarded funding allocations and following all documentation protocols.

People Management and Team Leadership:

- Ensure all Cultural Leaders are recruited, onboarded and managed safely, fairly and in line with Poetic Unity's values throughout their roles, including being the first point of contact for all HR related matters
- Provide leadership and direction to the Cultural Leaders and any staff recruited to work within the Employment team, fostering a collaborative and supportive work environment
- Set clear expectations and goals for the team, providing regular feedback and support
- Identify any training and professional development opportunities to enhance team skill, capability and confidence
- Ensure the wellbeing and safety of your team members remains your core priority.

Stakeholder Engagement:

- Cultivate and maintain relationships with key stakeholders including young people, community partners, funders, and government agencies
- Represent Poetic Unity at meetings, conferences, and events to promote awareness and collaboration
- Solicit feedback from stakeholders to inform decision-making and programme development efforts.



PERSON SPECIFICATION



Experience:

- At least 2 years experience in leadership, people and project management roles, preferably within the charity sector
- Proven track record of effectively managing programmes and services, including programme development, implementation, and evaluation. To hold the knowledge, skills and confidence to bring programmes to life, oversee and manage their efficiency and deliver against outlined project goals and funding requirements
- Experience in project finance management, including keeping to budgets, managing over or underspend, and maintaining required evidence for efficient fund management
- Strong background in operational management - programme impact and evaluation, risk management and programme development

- Experience in stakeholder engagement, relationship management, and advocacy, with the ability to represent Poetic Unity effectively at various levels and build strong, sustainable partnerships to support the programme goals and our strategic vision.

Skills and Abilities:

- Excellent leadership and team management skills, with the ability to inspire and motivate staff towards achieving common goals
- Strong analytical and problem-solving abilities, with the capacity to think strategically and make data-driven decisions
- Exceptional communication and interpersonal skills, with the ability to build positive relationships with diverse stakeholders
- Proven ability to prioritise and manage multiple tasks and projects effectively in a fast-paced environment
- High level of integrity, professionalism, and ethical conduct, with a commitment to transparency and accountability
- Innovative mindset, with a willingness to embrace change and drive continuous improvement within Poetic Unity
- Resilience and adaptability, with the ability to navigate challenges and setbacks while maintaining a positive attitude.

Personal Attributes:

- Passion and commitment to racial justice - with a clear understanding of and alignment for challenging and changing systemic racism experienced by Black young people
- Passion for youth empowerment and social change, with a deep commitment to Poetic Unity's mission and values.

- Empathetic and compassionate approach, with the ability to connect with young people and understand their needs and aspirations
- Collaborative and inclusive mindset, with a willingness to engage and involve stakeholders in decision-making processes
- Creative and visionary thinking, with the ability to envision and implement innovative solutions to complex problems
- Self-motivated and proactive, with a strong sense of initiative and a willingness to take ownership of tasks and projects.

EMPLOYEE BENEFITS

Poetic Unity is a thriving grassroots charity proudly providing a range of staff benefits, including:

- Hybrid and flexible working schedules
- Culturally safe mental health support from an external clinical psychologist
- London Living Wage employer
- Accessible sick leave policy
- Regular training and CPD
- 28 days annual leave + bank holidays



HOW TO APPLY

To apply submit an up-to-date CV and a cover letter addressing the criteria outlined in the Person Specification to info@poeticunity.org.uk with the reference and job title.

If you prefer, an application in the form of a video is acceptable ensuring you detail your skills and experience relating to each point in the Person Specification and keep the video to 5 mins maximum.

If you require any accessibility support to complete your application, please contact ryan@poeticunity.org.uk to discuss this further.

Deadline to apply: Wednesday 2nd September 2026

Start date: from w/c October 5th 2026

Interviews will consist of 3 stages; an interview with CEO and trustees, shortlisted candidates will then be invited to a site visit to meet young people and you will be asked to deliver a task relevant to the role.

As a Black-led charity working towards racial justice, we strongly welcome applications from people with lived experience of racism. We are also particularly interested in applications from women and people from and/or with knowledge of our local Brixton community.

To find out more about Poetic Unity, visit: www.PoeticUnity.org.uk or find regular updates on Instagram: @PoeticUnity. Good luck with your application!



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