



YOUNG ENTERPRISE JOB DESCRIPTION

Senior Programme Manager

Job Title	Senior Programme Manager
Department	Programmes and Services
Salary	£42,840 - £44,000 (pro rata for part time)
YE Pay Grade	Grade 6
Hours	Full-Time – 37.5 hours / 5 days a week. Part-Time 0.9 or 0.8 considered.
Reporting To	Assistant Director, Programmes and Services
Contract Type	Permanent
Direct Reports	Yes
Location	Hybrid (Work from our London or Oxford Office a minimum of 8 days per month)
Who We Are	We're Young Enterprise – a national charity with a bold mission: to give every young person the skills, confidence, and mindset to thrive in the changing world of work. For over 60 years, we've empowered more than 7 million young people through hands-on enterprise and financial education programmes. Whether it's launching a student business or learning how to manage money, we help young people develop key life skills - teamwork, leadership, problem-solving, and resilience. We're a passionate, down-to-earth team of 90+ staff and 2,000+ volunteers who believe that every young person, regardless of background, deserves a fair start in life.
Purpose of the Role	As Senior Programme Manager, you will lead a team responsible for a portfolio of national education programmes supporting thousands of educators and young people across the UK. Through effective leadership, operational oversight and support, you will ensure programmes are well planned, effectively delivered and continually improved, while empowering Programme Managers to take ownership of day-to-day delivery. You will provide targeted hands-on support where required to address challenges, manage risk or support successful delivery. You will work with the team to ensure that programmes are well planned, effectively delivered and continually improved, providing educators and young people with a high-quality experience. You will play a key role in influencing how Young Enterprise develops and delivers programmes in response to the needs of educators, funders and young people Alongside overseeing delivery, budgets and impact, you will contribute to the future development of programmes and services. You will bring education-sector expertise, support the development of engaging resources and new initiatives, and work across Young Enterprise to identify opportunities to strengthen and scale our impact. You will build strong relationships with colleagues, educators, funders, evaluators and delivery partners. We are looking for a collaborative and proactive leader who can balance strategic thinking with practical delivery, support others effectively and make sound decisions in a complex programme environment. This role is focused on leading and enabling others rather than personally delivering every aspect of programme activity, making teamwork, prioritisation and decision-making essential.



A few practical things

- The role is hybrid and you are required to work from our London office a minimum of 8 days per month
- The role may involve some travel to participating schools and colleges throughout the UK.

Key Responsibilities

Lead people and programme delivery

- Lead, motivate and develop Programme Managers, supporting their growth and ensuring high-quality delivery.
- Provide strategic and operational oversight of a portfolio of national programmes, supporting Programme Managers to ensure delivery against agreed objectives, budgets and timelines.
- Provide appropriate support, challenge and coaching to Programme Managers, stepping in when required to resolve issues, manage risks or maintain delivery momentum.
- Maintain proportionate project plans, reporting arrangements, performance monitoring, milestones and risk controls across the portfolio, using data and insight to identify issues and support decision-making.
- Manage relevant consultants and freelance delivery partners.

Shape programmes and educational content

- Provide education and financial education expertise to strengthen existing programmes and inform new initiatives.
- Ensure programmes, resources and training materials are relevant, engaging, inclusive and appropriate for their intended audiences.
- Provide oversight, support and quality assurance for the development of guidance, teaching resources and programme materials.
- Contribute to the strategic development of educator-facing programmes and identify opportunities to improve their impact.

Build partnerships and influence

- Develop effective relationships with educators, funders, evaluators, partners and colleagues across Young Enterprise.
- Advise colleagues on how programmes can be positioned and communicated effectively to schools and other education settings.
- Represent Young Enterprise in relevant education, policy and third-sector networks and consultations.
- Contribute actively to cross-functional working.

Ensure quality, impact and financial control

- Oversee programme budgets, forecasting and use of resources.
- Ensure that programmes have clear objectives, measures of success and appropriate monitoring and evaluation arrangements.
- Monitor programme performance against agreed objectives, KPIs, budgets and delivery milestones, using data and insight to identify risks, support decision-making and drive continuous improvement.
- Support effective communications and reporting to internal and external stakeholders including funders.
- Maintain consistent programme-management processes and ensure compliance with relevant organisational requirements, including data protection and safeguarding.

The above tasks are not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the charity and its overall objectives.



Person Specification

The Senior Programme Manager will have proven operational programme management experience and strategic knowledge of the development and delivery of education programmes focused on children and young people.

The successful candidate will have excellent communication and stakeholder management skills, the ability to build and maintain strong relationships with a range of key individuals and partner organisations, manage expectations effectively, and the ability to respond to differing needs. The successful candidate will be a strong team player and an effective delegator in order to oversee the successful outcome of projects.

The successful candidate will be operationally, politically and commercially astute with operational and financial skills, and should be able to demonstrate their success in complex project management alongside an understanding of the challenges that face educational settings.

Essential

- Awareness of the guidelines and legislation around confidentiality and working with sensitive information, and the necessity to follow YE policies and procedures.
- An awareness of safeguarding and a willingness to undertake training and ensure YE's safeguarding policy is adhered to at all times.
- Experience of managing a portfolio of complex programmes or projects, ideally at a national level.
- Strong people-management skills, with experience of leading teams through support, coaching, delegation and performance management.
- Experience of delivering work to agreed timescales, budgets, outcomes and quality standards.
- The ability to balance strategic planning, operational oversight and targeted hands-on delivery support when required.
- Strong financial and resource-management skills, including budget monitoring and forecasting.
- Excellent written and verbal communication skills, with the ability to engage varied audiences.
- A successful track record of building relationships and managing expectations across multiple internal and external stakeholders.
- Strong judgement, with the ability to prioritise, make proportionate trade-offs and understand the wider impact of decisions.
- Knowledge of the education sector and the challenges facing schools, educators and young people.
- A collaborative, proactive and adaptable approach.

Desirable

- Experience of developing or delivering financial education or enterprise education programmes.
- Experience of working with schools, colleges or other education settings.
- Knowledge of the current education and policy landscape.
- Experience of commissioning or managing external consultants, suppliers or evaluators.

Young Enterprise Core Values

Unlocking Potential

Recognising and developing the potential of all - in our organisation, in the young people we champion and the stakeholders we work with.

One Team

Working together effectively to achieve our goals.

Enterprising and Resilient

Embracing change, innovating, adapting and responding to challenges and opportunities.



Young
Enterprise

Member of JA Worldwide

Creating Great Impact

Aiming for the biggest impact on young people and their educators.

All YE Staff are expected to model these values at all times.

Keeping Young People Safe

Safeguarding is the action that is taken to promote the welfare of children and vulnerable adults and protect them from harm.

At Young Enterprise, we take our commitment to safeguarding children and vulnerable adults seriously. We design our roles, programmes and services with safeguarding in mind; conduct thorough checks on new employees in line with UK safeguarding legislation; and ensure that our people have the safeguarding knowledge and skills they need to do their role, and are supported to regularly refresh their training.

All successful applicants in eligible roles that involve contact with young people will need to undertake an enhanced DBS (Disclosure and Barring Service) Check prior to starting in the role, and at subsequent 3-year intervals. In addition, no Young Enterprise employee will at any point be unaccompanied while in the presence of children under the age of 18.

In line with the Rehabilitation of Offenders Act 1974, in the vast majority of cases DBS checks which contain information on previous convictions will not disqualify an individual from working with us. If you have any questions please contact the Young Enterprise HR Team at hr@y-e.org.uk.