



Job Title: Youth Programmes Manager (16-25 years)

Organisation: Aston-Mansfield

Location: Aston-Mansfield's Community Centre, various locations in Newham and surrounding boroughs, including residential trips outside of London

Salary details: £39,000 per annum

Contract: Full-time, 35 hours per week (including evening and weekend work)

Reporting to: Fundraising and Communications Manager

About Aston-Mansfield

Aston-Mansfield is a charity with a rich history of supporting children, young people, and families in East London since 1884. Based in Manor Park, the organisation focuses on four key areas: children and families, youth empowerment, mental health and well-being, and community development.

Our work with young people includes training workshops, mentoring, youth-led heritage programmes, and other initiatives that help young people build confidence, develop decision-making skills, foster social inclusion, and improve well-being. We are passionate about amplifying youth voices, encouraging young people to join our board as Young Trustees and take on paid Young Facilitator roles to develop their leadership and delivery skills.

Our two most current young adult programmes include: The Heritage Lottery programme second year delivery:

New Voices for Old Stories is our youth-led heritage project which supports young people in investigating our heritage and the heritage of the area and reframing old stories from the past 100 years into new voices.

Newly funded Reaching Communities programme:

Breaking Boundaries Collective: Aims to reduce loneliness and isolation and build stronger relationships across different communities. At the same time, the project will focus on increasing the social mobility of young people from disadvantaged and low

socioeconomic backgrounds. This will be achieved by employing 16 Young Facilitators in key leadership roles as well as engaging 160 young people as Changemakers, providing training and development through learning days and Action Learning Sets using external free lancers.

This programme will have an integrated and community-focused approach, alongside the development of Young Facilitators to lead the project. Breaking Boundaries Collective will build on Aston-Mansfield's existing work and create a safer, happier, and more connected Newham for young people and the wider community.

Role Overview

As the **Youth Programmes Manager**, you will lead Aston-Mansfield's Young Adult Programmes for individuals aged 16–25 in Newham and surrounding boroughs. You will oversee the delivery of funded programmes, develop new initiatives, and ensure high-quality workshops, training, and mentoring. This role also involves managing teams, budgets, safeguarding responsibilities, and building partnerships to support the charity's mission of empowering young people and creating stronger communities.

Key Responsibilities

Programme Management:

- Lead the delivery of Aston-Mansfield's Young Adult Programmes, including funded initiatives like *New Voices for Old Stories* and *Breaking Boundaries Collective*.
- Ensure all evaluation reports required by the funder is completed in a timely manner liaising with the dedicated Grants officers for these two programs
- Develop and deliver engaging workshops, training sessions, and mentoring opportunities for young people.
- Ensure a seamless transition for young people from the 13–16 youth service to the 16–25 young adult service.
- Take the lead on specific projects to grow and evolve youth work in line with the organisation's strategy.

Team Leadership:

- Line manages the Youth Coordinator and up to 16 paid Young Facilitators.
- Recruit, train, and manage Young Facilitators, Young Trustees, and freelancers.
- Oversee induction, training, development, and performance management of team members.

Safeguarding and Risk Management:

- Manage day-to-day safeguarding responsibilities and report to the lead safeguarding manager.
- Conduct health and safety risk assessments to ensure safe programme delivery.
- Enhanced DBS check is required

Budget and Resource Management:

- Oversee six-figure budgets and collaborate with the Finance and Administration team.

Partnership Development and Fundraising:

- Write funding bids and develop partnerships with corporates and stakeholders in Newham working collaboratively with the Development Manager and Fundraising Manager.
- Design and create engaging resources in partnership with the Development Manager.
- Lead focus groups and identify opportunities for new programmes
- Collaborate with the Communications officer to create content for social media and the website.

Monitoring and Evaluation:

- Use impact feedback and evaluation data to drive programme improvement.
- Produce clear, insightful reports for internal use, stakeholders, funders, and the Trustee Board.

General Duties:

- Maintain high standards across all programmes, ensuring alignment with London Youth quality assurance.
- Be prepared to deliver services across weekends, evenings, and during Holiday periods.
- Review and improve youth programmes using feedback surveys from young people and service users.
- Carry out other reasonable duties as requested by the line manager to support the smooth running of the charity.

Person Specification

Experience & Qualifications:

- Experience in youth work management and or Level 2/3 qualification in Youth Work or a degree related qualification
- Proven experience delivering workshops, youth programmes, and training for diverse groups.
- Experience training young adults or colleagues
- Strong background in team leadership and management, including freelance or part-time staff.
- Expertise in programme/project design, budget management, and resource creation.
- Skilled in bid/grant writing and fundraising for youth programmes.
- Experience in partnership development, communications, and marketing content creation.
- Familiarity with monitoring, evaluation, and impact data analysis and the use of CRM systems.
- Knowledge of safeguarding and health and safety risk assessments.
- Understanding of key issues affecting young people in Newham.

Key Attributes and Values:

- **Passionate:** Committed to improving outcomes for young people and communities.
- **Empathetic:** Able to build trust and create safe, inclusive spaces where young people feel heard and supported.
- **Equity-focused:** Values and actively promotes diversity, inclusion, and fairness in all aspects of work.
- **Reflective:** Open to personal growth, welcomes feedback, and continuously seeks to improve practice.

Benefits

- Flexible working opportunities.
- 25 days annual leave plus bank holidays.
- Contributory pension scheme.
- Personal development opportunities.

How to Apply

We actively encourage people from a variety of backgrounds with different experiences, skills, and stories to join us and influence and develop our working

practice. We recognise the value a diverse workforce brings to the charity, and we are especially keen for people currently underrepresented in our charity and the wider sector to apply.

‘Aston-Mansfield is an equal opportunities employer and as such welcomes applications from candidates regardless of their race, religion, sexual orientation, family status, disability status or offending background.’

To apply for this role, please submit a CV and supporting statement outlining how you meet the person specification (experience, skills, knowledge, attributes, and values).

Application closing Deadline: Thursday 4TH December 2025

Interview Schedule: Thursday 11th December 2025

For more information about us, visit:

- Website: www.aston-mansfield.org.uk
- Social media: Website: www.aston-mansfield.org.uk
- X (formally Twitter): [@astonmansfield](https://twitter.com/astonmansfield)
- Facebook: [AstonMansfield](https://www.facebook.com/AstonMansfield)
- Instagram: [@astonmansfield](https://www.instagram.com/astonmansfield)
- LinkedIn: [aston-mansfield](https://www.linkedin.com/company/aston-mansfield)
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