

YMCA  
GEORGE WILLIAMS  
COLLEGE

---

# RESEARCH PROJECT MANAGER

Application Pack  
January 2023

# WELCOME

---



Thank you for your interest in joining the team at YMCA George Williams College! We're delighted to share our journey with you, and the opportunities we have ahead. You would be joining us at an exciting time. In April 2022, we brought together the expertise of the Centre for Youth Impact with the rich history of the College through a merger. We will shortly publish the first strategic plan for the newly merged charity, and are looking forward to making our vision reality with a newly expanded team. The merger opened up a wealth of new opportunities: to expand our learning offer and capacity building support to develop skilled and thoughtful practitioners; to support youth organisations both individually and collectively to understand and improve the impact of their provision and build a shared evidence base; and to work alongside young people to ensure they have stronger voice in evaluation and continuous improvement. Alongside this, we are focused on developing the College as a vibrant and inclusive space to learn and work, which reflects the assets and experiences of the communities we serve.

We believe we are uniquely positioned to step forward as field builders offering transformative support to strengthen the sector in its work with and for young people. And we believe that this work is needed more than ever – both for young people and communities, and for the rich diversity of organisations that support them. To step fully into this role, we need a skilled and ambitious team who are committed to the organisation and its mission, with specialist expertise and a curiosity to learn, and who embody the diversity of the communities with whom we work. In turn, we can offer you an exciting and varied programme of work, with many opportunities to learn and extend your skills, alongside a collaborative and compassionate group of colleagues.

There are two areas of the organisation we are seeking to grow: firstly, the research and evaluation team, who will take forward the development of our evaluation practice, build the new Centre for Youth Voice and advance our research and analysis capacity. Secondly, we are growing our operations team in line with our current and planned organisational growth, understanding that our systems, processes and people are critical to our collective success. If you believe you have the skills, experience and imagination we seek, and want to make a real difference in supporting frontline practitioners to enable young people to thrive, then we would love to hear from you.

I look forward to meeting you!

**BETHIA MCNEIL, CHIEF EXECUTIVE**

## ABOUT US

---

**We are transforming: transforming YMCA George Williams College following the merger with the Centre for Youth Impact; transforming our support to the sector to be broader, deeper and more accessible; and transforming the quality and impact of the youth sector in its work with and for young people.**



# ABOUT US

---

We know that young people thrive through engagement with high quality youth work and informal learning.

**We believe all young people should have access to high-quality spaces and opportunities to learn, grow and explore their relationships with the world around them.**

This vision drives our mission: to provide transformational support to all those working with and for young people through building reflective practitioners and quality relational practice, grounded in a shared evidence base.

The Centre for Youth Impact merged with the YMCA George Williams College in 2022. The new organisation, YMCA George Williams College, is an independent registered charity within the YMCA Federation of England & Wales, and part of the global YMCA movement.

The Centre for Youth Impact is now one of three centres of expertise housed within the College; each a shared space for leadership, research, support, and training. Our three centres of expertise have different areas of focus: one supporting the design and delivery of high-quality informal and non-formal learning provision, one focused on evidencing the impact of such provision to enable it to be even more effective, and one advocating for a stronger role for youth voice in evaluation and continuous quality improvement.

We are excited to be launching our new strategy this month setting out a new future for the College. The focus of the strategy is **transformation**.

Over the next five years, working with our partners, practitioners and young people, we will:

- transform our collective understanding of how and why youth work and informal learning changes lives;
- transform how we collectively measure and advocate for the change that youth work and informal learning creates;
- transform perceptions of the sector's commitment to evaluation, to influence both policy and investment; and
- transform support for the sector, so that everyone working with and for young people can actively improve the quality of their practice and therefore the outcomes for the young people and communities they engage.

## ABOUT US

---

We believe there are four powerful drivers of the transformational change we want to see, and which will create the conditions for lasting impact on practice. These drivers will shape our focus between now and 2028:

- **partnerships:** the strong, trusting and purposeful relationships that enable us to progress system-level change for young people and the youth sector
- **agency:** the sector's capacity and capability to improve the design, delivery and evaluation of its practice, which in turn enables practitioners and young people to thrive
- **methods:** the validated, shared approaches to research and evaluation that evidence both the impact of practice and the power of practice-aligned tools
- **insight and evidence:** the robust, shared evidence base that demonstrates how quality provision improves outcomes for young people

**Underpinning all of this, we will ensure that we, YMCA George Williams College, have the capacity and capability to deliver our mission sustainably, equitably and with quality, across our strategy.**

## OUR VALUES

---

Our values are integral to our culture defining how we work to create change. We are:



### Considered

open, thoughtful, curious, rigorous, credible - an independent voice with a wide field of vision.



### Collaborative

working with others to achieve change, developing collective insights and assets, sharing resources openly and seeking diverse relationships.



### Challenging

audacious and confident in our actionable insights, developing and innovating, and remaining open to different ideas.



### Compassionate

human, trusting and empathetic in our approach, starting where others are at and centring the practical, emotional and equitable foundations of our work.

## THE ROLE

---

Role: Research Project Manager

Salary: £30,000 - £40,000 per annum depending on experience (potentially more for a very exceptional candidate)

Contract: Permanent, full time but would also consider a jobshare or part time appointment

Start date: Immediate

Location: Home based with potential access to desk space in central London if required; travel across the UK may occasionally be required

Hours of work: These will be 35 hours per week (pro rata for part time staff) worked flexibly to meet the needs of the role but generally between 8 and 6pm with core work hours between 10 and 4pm

Annual leave: 25 days annual leave per year plus bank holidays (pro rata for part time staff). Employees accrue an additional day of leave for each year of service, up to 30 days per annum. 24 December is an additional organisation-wide holiday.

## ABOUT THE ROLE

---

The Research Project Manager will contribute capacity and expertise to the College's Research and Evaluation team, with a particular focus on projects relating to youth voice and youth engagement.

They will manage a range of research and evaluation projects, planning, designing and delivering key activities with a range of stakeholders (practitioners, funders, and young people including the College's Young Evaluator Panel). They will act as key liaison for the cohort of organisations and funders involved in their projects, ensuring that programme outputs are delivered on time, on budget and with excellence. They will work closely with the College's thematic Leads for Youth Engagement, Research and Data to maximise their contributions to the projects. This will include supporting them in designing and undertaking qualitative and quantitative research activities, facilitating workshops and training sessions, and analysing and communicating findings.

The post-holder will be able to demonstrate a strong commitment to the aims and values of the College, and show a desire to improve the quality of provision available to young people across the UK through the use of data and evidence. They will have a particular interest and expertise in the role and impact of youth participation in social action and evaluation activities, and be comfortable and confident working directly with young people to support their leadership roles in research and evaluation.



# DUTIES AND RESPONSIBILITIES

---

*Manage the development and delivery of a portfolio of participatory research and evaluation projects*

- Ensure the day-to-day delivery of a portfolio of projects, working with funders, practitioners and other stakeholders.
- Manage project schedules, coordinate the contributions of all members of the project team and ensure that all project management processes are set up and followed.
- Manage day to day project expenditure and financial management processes and ensure delivery is carried out within designated budgets.
- Report regularly to funders on activities and expenditure according to contractual requirements and deadlines.
- Produce and maintain key project documentation for individual projects, such as delivery plans, risk assessments, communications collateral.

*Deliver high quality insights and outputs across a range of research and evaluation projects*

- Design and deliver a range of qualitative and quantitative research and evaluation activities, including surveys, case study visits and interviews with both practitioners and young people.
- Manage the development and delivery of project-based engagement and participation activities with young people and practitioners.
- Undertake desk research to inform individual projects and programmes of work.

- Communicate evidence and complex information to a wide range of audiences including frontline practitioners in youth organisations, managers in youth organisations, policy makers, funders, young people and other researchers.
- Present and frame insight and learning through a range of media including detailed reports, summaries, blogs, presentations and social media.

*Act as an effective and collaborative ambassador for the College's work*

- Develop strong, collaborative relationships with all project stakeholders, including practitioner panels and cohorts of young evaluators.
- Represent the College at project meetings and attend networks that are relevant to youth voice and engagement and participatory research.
- Provide reports and updates on activities and deliver presentations as a way of disseminating findings.
- Engage with other sector partners on cross-cutting elements of projects .

# PERSON SPECIFICATION

---

## *Essential skills and experience*

- Strong project management skills and attention to detail and a highly organised approach to project planning and delivery.
- Excellent verbal and written communication skills.
- Awareness of specific research and impact measurement methods, and the wider evidence and impact debate in the social sector.
- Knowledge and understanding of how youth participation models can be used by voluntary and community sector organisations to involve young people in service design, development, delivery, and evaluation.
- Knowledge and expertise in participatory research and/or youth engagement methodologies.
- Financial literacy skills for supporting bid-writing, developing and managing budgets.
- Ability to develop and maintain positive working relationships with a diverse range of stakeholders.
- Excellent relationship management skills: the ability to understand others' contexts and motivations and build a team of committed partners.
- Able to facilitate training, workshops and peer learning, and to connect people around shared challenges.

## *Desirable*

- Experience of using project management tools/methodologies.

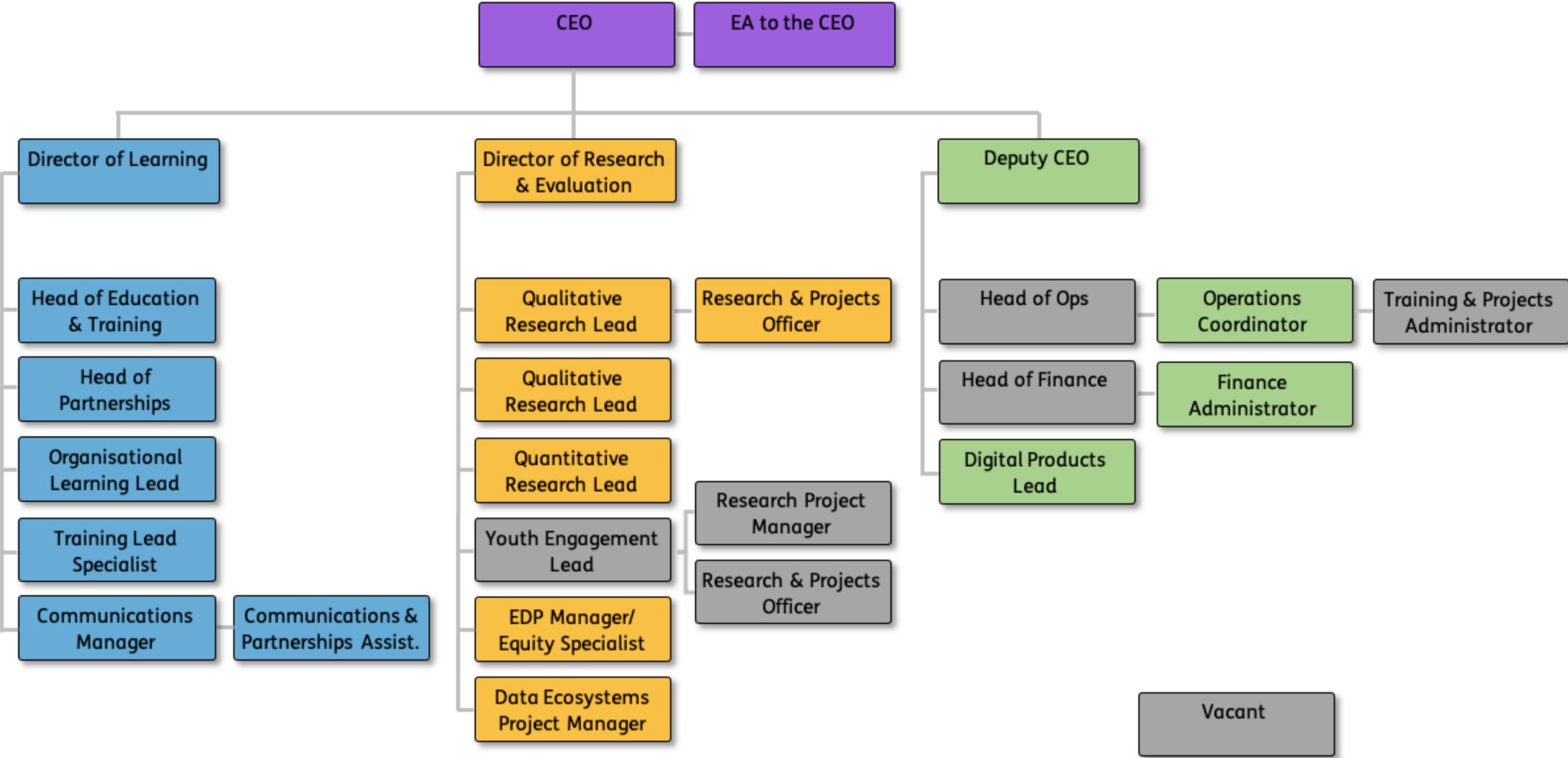
## *Personal qualities*

- Commitment to the mission, vision and values of YMCA George Williams College, with a desire to improve the quality of provision available to all young people across the UK.
- Identifying with and embodying the aims and ethos of our charity, including valuing collaborative approaches, challenging, and supporting those we work with, and being curious and questioning.
- A strong commitment to the principles and practice of equity, diversity and inclusion.
- A collaborative and generous team player, comfortable working in a fast-paced and changing environment across multiple workstreams.

We require all staff and volunteers to be committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults and to respond proactively to safeguarding concerns. Successful applicants (dependent on role) are required to undertake an Enhanced Disclosure or Basic Disclosure via the Disclosure and Barring Service (DBS).

No candidate will meet every single desired qualification. If your experience looks a little different from what we've identified and you think you can bring value to the role, we'd love to learn more about you! Please get in touch with Bethia McNeil ([Bethia.mcneil@youthimpact.uk](mailto:Bethia.mcneil@youthimpact.uk)) if you would like a conversation to find out more about how the role might be a fit for you.

# ORGANISATIONAL STRUCTURE



# EQUAL OPPORTUNITIES, EQUALITY, DIVERSITY, AND INCLUSION

We are passionate about supporting progress towards a more equitable, diverse and inclusive evaluation sector and take action both through the work we undertake and the way we work to create an organisational culture where everyone can bring their authentic selves to work.

We have a dedicated EDI Working Group which is goal-oriented and involved in defining EDI priorities, and promoting action within and across the organisation. We are creating a reflective space for the team, where we can continue to learn about EDI as a group as well as working with EDI experts to broaden our thinking and support our efforts. We know we need to focus on EDI throughout our projects and partnerships in order to fully reach our vision and accomplish our mission - we are especially focused on youth voice and involving young people with various and different identities in defining the language and approaches that resonate most with them.

We are committed to the following principles and ways of working:

- All learning and evaluation programmes, projects and practitioners should explicitly consider equity and social justice in the design and delivery of our work.
- We should use our platform to collect and report on data on equity and social justice in youth provision
- This should include mechanisms to identify and report on any inequities in our work, in terms of resourcing, accessibility, representation, governance and analysis.
- The learning and evaluation community should commit to openly sharing any identified examples of potential inequity in our work, to allow us to collectively explain why they have arisen, or to reform our practices in order to prevent such inequity arising again.

We seek to create an inspiring and inclusive place to work, but recognise we still have more to do to achieve the diversity we would like across all levels of our team. We are proactively working to address this. Whilst we welcome applications from any candidate with suitable skills and experience, we are particularly keen to receive applications from people of colour; disabled and neurodiverse people; people who identify as being LGBTQIA+; people who have used and benefited from youth provision/services; and those with other minoritised backgrounds, with other protected characteristics or who might face other barriers.

**We believe EDI work is collective and made up of everyone's small actions and contributions over time; the goal is to engage with this work honestly and consistently, not to achieve perfection from the start.**

**It is crucial we engage and challenge ourselves to continually improve.**

# WORKING WITH US

---

We strive to provide a welcoming and vibrant work environment with a number of benefits to support our employees achieve their personal and professional goals.

## HOURS OF WORK

These will be 35 hours per week (pro rata for part time staff) worked flexibly to meet the needs of the role, but generally between 8 and 6pm with core work hours between 10 and 4pm.

## ANNUAL LEAVE

25 days annual leave per year plus all bank holidays (pro rata for part time staff). Employees accrue an additional day of leave for each year of service, up to 30 days per annum. 24 December is an additional organisation-wide holiday.

## PENSION SCHEME

The College will double match your contributions into our pension scheme, up to a maximum employer contribution of 6% of salary.

## FLEXIBLE WORKING

The College extends the right to request flexible working to all employees and strives to respond to the circumstances of all employees to enable them to thrive in their role.

## SICK PAY\*

In addition to Statutory Sick Pay, the College pays up to eight weeks full pay if you're off work due to incapacity.

## ENHANCED PARENTAL LEAVE AND ADOPTION PAY\*

Maternity and adoption leave pay is enhanced to 13 weeks at full pay, and 13 weeks at half pay. In addition to Statutory Paternity Pay, Paternity leave is enhanced to an additional two weeks' full pay, to be taken up to six months post-birth or adoption date.

\*length of service criteria apply.



# WORKING WITH US

---

## ADDITIONAL HOUSEHOLD EXPENSES

A monthly contribution from October to March towards additional household expenses, such as gas and electricity, for employees working from home.

## MOBILE PHONES AND WIFI

An annual contribution towards the business use of your mobile phone and WiFi (or the offer of a company phone if preferred).

## WORK FROM HOME SET-UP

We'll provide whatever equipment you need in order to comfortably and safely work from home, such as a wireless keyboard and mouse, headphones, desk chair and monitor, in addition to a MacBook Air.

## TEAM SOCIALS

We meet in-person at least four times per year, for all-team sessions and socials. All necessary costs for travel and accommodation are covered.

## PERSONAL DEVELOPMENT AND TRAINING

All employees are encouraged to explore their learning and development needs, and the College has an annual training budget through which we aim to support team members on an ongoing, equitable basis. We also offer a number of team-wide training opportunities each year, including coaching, line management, and project management.



## HOW TO APPLY

---

If all of the above sounds appealing, then please send a copy of the following to [jobs@youthimpact.uk](mailto:jobs@youthimpact.uk) with the subject line 'Research Project Manager application':

1. Your CV
2. A covering letter (up to 800 words) that states how you meet the requirements set out in the person specification (and stating that you have the right to work in the UK). Please include your preferred pronouns if you are happy to share them.
3. [Equality and diversity survey form](#)

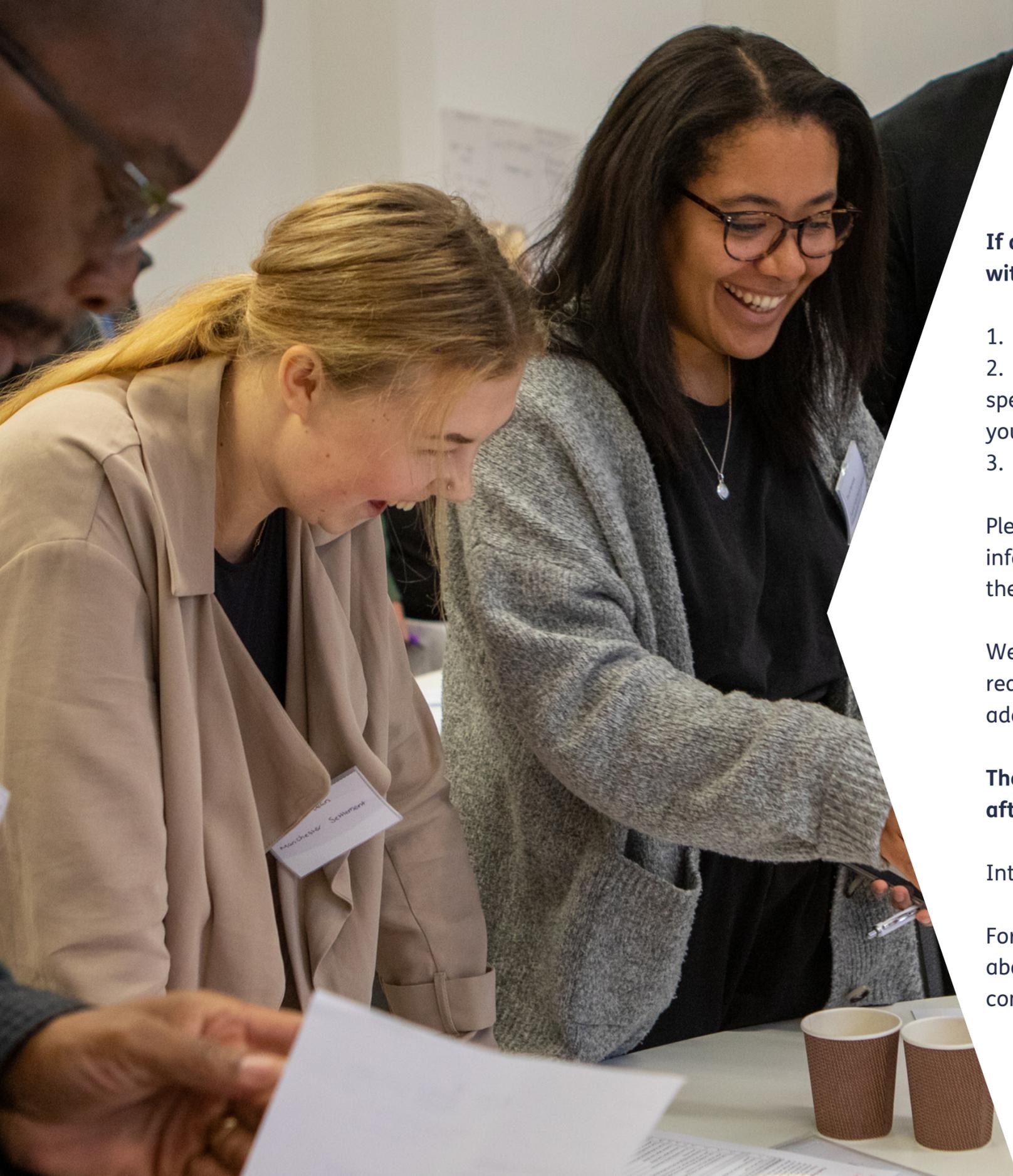
Please complete the Equality and diversity survey form as part of the application. This is separated from other information before shortlisting. We are committed to providing equal opportunities for everyone regardless of their background, and welcome applications regardless of sex, gender, race, age, sexuality, belief or disability.

We want to support you to show us your best, and to thrive at YMCA George Williams College. We can make reasonable adjustments throughout the application process and on the job. If you would like to discuss additional needs or possible adjustments please get in touch.

**The deadline for receipt of your application is 5pm on Friday 10 February 2023. Applications received after this time will not be considered.**

Interviews will take place w/c 20 February and 27 February and will be via Zoom.

For more information about us please visit our website, [youthimpact.uk](http://youthimpact.uk). If you have any questions about the role, please email Bethia McNeil, CEO at [Bethia.mcneil@youthimpact.uk](mailto:Bethia.mcneil@youthimpact.uk) to arrange an informal conversation.



**YMCA**  
GEORGE WILLIAMS  
COLLEGE

---

**jobs@youthimpact.uk**

YMCA George Williams College  
10-11 Charterhouse Square  
London  
EC1M 6EH

T: 0207 046 9400