



# ROLE PROFILE

## PROJECTS & PARTNERSHIPS MANAGER



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## POST:

Projects & Partnerships Manager

## SALARY:

£39,000 - £44,000 (dependent upon experience)

## CONTRACT:

Permanent, Full-time (37.5 hours/week)

## LOCATION:

Hybrid working: 2 days a week in the London or Bolton office combined with home-working and some travel to Youth Zones, as required for the role.

## REPORTING TO:

Director of Network Support

## BENEFITS:

Agile working organisation with flexibility in working hours; 25 days annual leave (rising to a maximum of 30 days with length of service) plus bank holidays, birthday leave and annual leave purchase scheme (from day one of employment); company matched pension; company sick, maternity, paternity & adoption pay; voluntary benefits with discounts on health & wellbeing, retail & leisure.



## OUR COMMITMENT TO EQUALITY, DIVERSITY & INCLUSION

**As an equal opportunities employer, we welcome applications from under-represented groups; in particular from Black, Asian, Mixed Race & other ethnically diverse individuals, people with disabilities, and members of LGBTQ+ communities.**

**Our dedicated Equality, Diversity & Inclusion Group, with support from the Senior Leadership Team, is actively promoting and advancing diversity and inclusion at OnSide, ensuring a culture where everyone can be themselves and thrive.**

## ABOUT ONSIDE

We're OnSide, a national charity that believes all young people should have the opportunity to discover their passion and their purpose. To find out what they've got and where it could take them.

We fund and build state-of-the-art, multimillion-pound Youth Zones in the country's most economically disadvantaged areas. We train the amazing people that run them. And we offer continuing support to Youth Zones nationwide through the national OnSide Network.

Youth Zones are brand new, purpose-built spaces, fizzing with energy and crammed with incredible facilities. They are staffed by skilled and dedicated Youth Workers who truly believe in young people; helping them see what they could achieve, and giving them the skills, confidence and ambition to go for it.

This is life-changing support that helps tens of thousands of young people from a diverse range of backgrounds to thrive.

## CONTEXT OF THE ROLE

OnSide was established as a charity in 2008 to create Youth Zones across the UK. It has been growing rapidly ever since and has hugely exciting and ambitious plans to continue and accelerate this growth. Youth Zones are high quality, inspirational and well-run places, claiming only to

offer young people 'somewhere to go, something to do and someone to talk to', but in reality provide so much more than this, changing many thousands of young lives, now on an incredible scale.

OnSide is investing in taking its successful Youth Zone model to young people across the country. We have a network of fifteen Youth Zones with substantial roll-out planned across the country. OnSide's role is a) to create new Youth Zones, taking our tried and tested model to ever more young people across the country, and b) to support the existing network as the umbrella organisation within a federated structure. Each Youth Zone starts with a circa £10 million capital campaign run by OnSide, creating a new local independent charity which becomes part of the federated OnSide Network.

Youth Zones are a proven model of youth service provision that is aligned to community needs and supported by cross-sector funding. Youth Zones give 8-19 year olds, and up to 25 for young people with a disability, affordable access to a broad range of sport, arts and employability services, designed to help them lead active, positive lives and raise their aspirations for themselves and their community.

At the heart of the OnSide Youth Zones Network is not only a hugely successful partnership between public, private and third sector organisations, the local community and young people themselves, but also by an overwhelmingly passionate and dedicated workforce, who are committed to improving the lives of young people throughout the UK.

OnSide is a relatively small specialist team, with the range of skills needed to develop, build and open Youth Zones all over the UK. We are now seeking to strengthen that team to enable us to meet our rapid growth plans.

## THE ROLE

The breadth of this role means no two days are the same, so we're seeking someone dynamic, self-motivated with a strong collaborative approach and who is passionate about making a difference to young people.

The project management aspect of the role requires someone who is an excellent

communicator with responsibility to oversee Service Level Agreements (agreed outputs, outcomes and communications) between OnSide and Youth Zones, and their relationships with funders. The role requires a well-structured and highly organised approach, to ensure delivery and reporting is of the highest quality and a creative and proactive approach, to navigate challenges and hold others to account, when needed. Whilst also taking time to bring Youth Zones together to share learnings and good practice, fostering collaboration across the Network, and support the Fundraising team in their stewardship of long-term donor relationships.

Seeking out new regional and/or national operational partnerships aligned with the Network's priorities will be a new element within the role, focusing on securing a small number of brilliant, operational partnerships which add value to Youth Zones' core delivery.

There are also occasional Network-wide events for young people which the Projects and Partnerships Manager takes the lead on, working collaboratively with Youth Zone staff to plan and deliver.

## JOB DESCRIPTION

### KEY RESPONSIBILITIES

- Lead project launch meetings, ensuring roles, responsibilities, KPIs of Service Level Agreements and donor stewardship/communication objectives are clearly communicated and understood by all involved.
- Work closely with Youth Zone lead staff to ensure projects (where funding has been secured by OnSide) are delivered to timescale and budget, achieving required outputs and outcomes, and of the highest standards.
- Successfully manage Youth Zone relationships to ensure buy-in from delivery teams, proactively and confidently navigating challenges, and bringing in senior support when required.
- Facilitate and encourage cross-Network working to ensure learnings and good practice is shared, fostering collective ambition and responsibility for projects' success.
- Support the OnSide Fundraising (particularly working regularly with the Partnerships and Grants team) as they secure new project and core funding for the Network, feeding into design and costing deliverable initiatives.
- Support the OnSide Communications and Brand team to share and celebrate the impact and story-telling side of funded Network projects and the donors that make them possible.
- Ensure robust project management systems and process are in place to support successful Network project delivery, including appropriate service level agreements, Network-wide steering group meetings, outcome/output and financial monitoring, claims collation and analysis.
- Analyse project data, assessing performance, taking proactive action and putting in place additional support, as needed.
- Provide project information and, where appropriate, be responsible for drafting donor reports for the Fundraising team to enable strong stewardship of funders and donors
- Approve (or reject) project payment requests, subject to Youth Zone delivery.
- Ensure all projects are appropriately monitored and evaluated in line with the OnSide Evaluation Framework and collection of young people's impact stories, contributing to the overall Network evidence base.
- Work with the Communications and Brand team to promote the success of Network projects.
- Provide high quality, engaging reports to the Fundraising team, Network Support Director and/or funders and donors on Network project performance, as required.
- Seek out new regional and/or national operational partnerships aligned with the Network's priorities and Youth Zones' core offer, focusing on securing a small number of that can add value to Youth Zones' delivery.
- Lead on a small number of Network events (likely to be one per year), bringing together and connecting young people from across all Youth Zones.
- Any other roles or duties necessary to fulfil the requirements of the post.

## PERSON SPECIFICATION

Applicants will be expected to demonstrate these experience, skills, abilities and attributes.

If you're excited about this role but your past experience does not align perfectly with every requirement in the person specification, we encourage you to still apply and demonstrate how your experience is transferrable for this role. You may be just the right candidate.

SELECTION CRITERIA	REQUIREMENT
<b>EXPERIENCE</b>	
Solid experience of managing complex projects with multiple stakeholders	Essential
Experience of managing grant and donor funding from diverse sources	Essential
Experience of providing detailed, well evidenced narrative and financial project reports to a high standard	Essential
Experience of building and managing relationships with stakeholders at different levels, proactively navigating challenges and holding others to account, when needed.	Essential
Experience of identifying and developing new operational partnership working with organisations	Essential
Experience of managing an event(s) involving young people	Essential
<b>SKILLS, KNOWLEDGE AND APTITUDES</b>	
Ability to take initiative, be flexible and collaborative in your approach, whilst retaining a clear vision of what success looks like	Essential
A self-starter, happy to work autonomously, with the ability to juggle multiple demands without losing energy and focus, and prioritising effectively	Essential
Highly organised with the ability to manage, interpret and retain large volumes of detailed project information	Essential
Strong relationship skills with the ability to negotiate and overcome challenges in a manner which inspires confidence and respect from others	Essential
Ability to work constructively across a number of organisations - unafraid to recommend bold actions and work creatively to achieve a successful result	Essential
Excellent verbal and written communication skills, with the ability to engage and inspire an audience	Essential
Robust financial skills including an ability to prepare and manage realistic project budgets	Essential
Excellent IT skills, especially Office 365. Prior use of Salesforce and/or Monday.com would be a bonus.	Essential

## GENERAL INFORMATION

This role will be contractually based at either our Bolton or London office with hybrid working; in practice this will involve working 2 days a week at an OnSide office, combined with home working and some travel to Youth Zones across England, as required for the role. Home working risk assessments are carried out for all employees working from home (full-time or hybrid), and appropriate IT equipment provided within budgetary guidelines.

In accordance with our Child Protection and Safeguarding procedures, this position requires a basic DBS check.

## APPLICATION PROCESS

To apply, please submit a CV and one page cover letter, explaining how you meet the person specification, to [hr@onsideyouthzones.org](mailto:hr@onsideyouthzones.org) or apply via the website at [Work with OnSide - OnSide Youth Zones](#).

In addition, please provide the following information:

- Confirmation you are eligible to work in the UK (documentary evidence will be required before a job offer is confirmed)
- Any reasonable adjustments we can make to assist you in your application or the selection process



- How you demonstrate your commitment to equality, diversity & inclusion.



### CLOSING DATE FOR APPLICATIONS:

Monday 13<sup>th</sup> May 2024

### INTERVIEWS:

First stage interviews (virtual):  
Thursday 23<sup>rd</sup> May

Second stage interviews (in-person at  
Wigan Youth Zone):  
Friday 31<sup>st</sup> May

There will also be a short, values-based  
phone interview around the second stage.

### Anonymous Applications

We recognise our workforce is under-represented in certain areas and are committed to addressing this. Therefore, we actively encourage applicants to submit anonymous applications; this means removing names & email addresses from CVs and cover letters. The HR Lead will have this information from submissions, but this will not be available to the selection panel when they are considering applications.

*For information on how OnSide processes your data, go to*  
[OnSide Youth Zones Job Applicant Privacy Notice - OnSide Youth Zones](#)



# OUR VALUES



## YOUNG PEOPLE FIRST

Young people are at the heart of everything we do, inspiring and challenging us to deliver services that exceed their needs and challenge them to be the best they can be.

## EXCELLENCE

We encourage ourselves and each other to be the best we can be through continuous learning and improvement, and a focus on finding solutions.



## RESPECT

We act with honesty and integrity, celebrating diversity across the whole organisation and caring about each other, our young people and the Youth Zone environment.



## AMBITION

We are passionate and driven in taking on new challenges, embracing new ideas and exceeding our ambitions for young people, the Youth Zones and our local communities.

## COLLABORATION

We create and nurture strong, creative partnerships, working together to achieve better results and outcomes for young people.

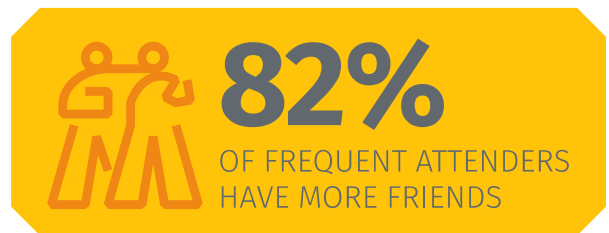


**OnSide**  
Here for young people

# PROVEN IMPACT



**GIVE YOUNG PEOPLE** A SAFE EXCITING PLACE TO GO TO HAVE FUN,  
BUILD THEIR SOCIAL NETWORKS AND SUPPORT THEIR PERSONAL DEVELOPMENT



**HELP YOUNG PEOPLE** LEAD HEALTHIER, HAPPIER LIVES

