

# Senior Programme Officer

July 2025



## Youth Business International

*More impact for more young entrepreneurs*

Youth Business International (YBI) is the global leader in youth entrepreneurship. For over 25 years, YBI has combined global influence with local expertise to drive economic growth and job creation through supporting and scaling youth-led businesses globally.

### Entrepreneurship is transformative



YBI unlocks young people's potential and turns job seekers into job creators.



Our goal is to drive economic growth and job creation through supporting and scaling youth-led businesses globally.

Young entrepreneurs have the power to boost employment and drive economic growth, their fresh perspectives and bold ideas also have the potential to reshape industries and societies for the better. But for too many young people starting a business feels out of reach and they need the right support to succeed.

### About YBI

We are the global leader in youth entrepreneurship. For over 25 years we've combined global influence with local knowledge and experience.

At Youth Business International we support aspiring young entrepreneurs around the world to start, scale and sustain their businesses.

We develop and scale the most effective solutions to help young entrepreneurs succeed, from developing business skills, driving innovation and nurturing talent to unlocking finance and access to markets.

### Our model:

We are the only global organisation dedicated to youth entrepreneurship and combine global influence with local knowledge and experience. All work with young people is delivered by and designed in consultation with local experts and organisations, enabling us to successfully deliver global programmes with bespoke solutions in varied contexts.

Our model enables us to deliver a wide range of solutions that span geographies, respond to thematic priorities and evolve with new technologies and fresh challenges.

## The Network Team

The driving force behind the YBI network is *The Network Team*. Based in London, UK, this passionate team are committed to growing the network, sourcing funding opportunities and equipping members with the most effective solutions to empower youth with the right tools to start and grow sustainable businesses.

Our Network Team delivers work across four key areas

- Development and Programmes: sourcing and supporting the delivery of our funded initiatives with partners such as Google.org, Accenture and Standard Chartered Foundation
- Member Services and Engagement: Growing the network and supporting the network to co-create and deliver services, trainings and toolkits for members, running member events
- Communications: promoting the YBI network and supporting the communications needs of our funded partnerships
- Finance and Operations: Accounting, HR & Operations

To find out more about us, please see <https://www.youthbusiness.org/>

## Role Overview

<b>Job Title:</b>	Senior Programme Officer
<b>Location:</b>	London, Hybrid
<b>Term:</b>	FTC (12 months)
<b>Hours:</b>	37.5 hours per week full time
<b>Reporting to:</b>	Deputy Director Development & Programmes
<b>Salary:</b>	£35,000

## About the Development and Programmes Team

As part of our commitment to delivering more impact for more young people, YBI and our members deliver entrepreneurship programmes with regional and global impact. Team members from across the YBI Network Team are involved in these programmes, designing or delivering new products, services or trainings and supporting the efficient and effective programme management.

Our programmes are managed and supported by YBI's Development and Programmes Team which lead and support the YBI team and members to deliver their activities. We establish formal, structured frameworks with our members and delivery partners to ensure quality and timely delivery of agreed programme activities in all our projects.

## Role Purpose

As Senior Programme Officer, you will play a key role in ensuring the successful coordination, delivery and quality of YBI's programmes. Working under the guidance of the Deputy Director of Development and Programmes, you will work support programme implementation, reporting, MEL, finance and stakeholder engagement and collaboration, contributing to YBI's goals to deliver impact for young entrepreneurs.



## **Key responsibilities**

### **Programme Coordination and Delivery**

- Provide programme management support on a portfolio of programmes.
- Provide support to ensure delivery of activities and support to global network members to ensure targets and milestones are met.
- Provide support to ensure YBI's internal teams (Network Team) deliver activities to ensure that targets and milestones are met.
- Support development, and use of, appropriate project management systems/tools to enable the effective delivery and monitoring of programmes.
- Prepare and coordinate contracts for members and consultants.
- Coordinate and file financial dashboards/transaction lists on a monthly basis to support financial management of programmes.

### **Grant Reporting and Stakeholder Management**

- Support programme report cycles with appropriate reporting templates, dissemination, tracking of member reports and uploads to funder portals.
- Draft funder programme reports, ensuring high quality and accuracy.
- Support Development & Programmes team to manage and steward relationships with funders and other key stakeholders to maximise partnership opportunities for YBI.

### **Administrative Support:**

- Support with convening meetings involving relevant members and/or NT staff.
- Support with programme document organisation and dissemination.
- Record meeting minutes where relevant and support with follow-ups.

### **Monitoring, Evaluation and Learning:**

- Support MEL to monitor delivery of project outputs and outcomes against targets, and ensure evidence is captured from programme reports.
- Work closely with MEL Lead to maintain appropriate programme monitoring tools and processes.

### **Programme Development:**

- Contribute insights and learning to support development of new or expanded programme partnerships
- Assist with proposal development and research to support fundraising as needed

## Person Specification

Criteria	Essential	Desirable
<b>Education and Training</b>		
Qualification or equivalent work experience in a relevant field	✓	
<b>Professional Skills</b>		
Good understanding of organisational and programmatic structures	✓	
Proven ability in building and maintaining a high-level and diverse network of effective working relationships, both internally and externally	✓	
Ability to communicate at all levels and to recognise and effectively manage potentially sensitive situations and cultural differences	✓	
Solid project management skills, able to juggle multiple, competing priorities and write clear, concise, accessible reports	✓	
Autonomous and self-motivated, with the ability to quickly adapt and work with pace	✓	
<b>Sector Experience</b>		
Experience in a comparable role with demonstrable evidence of achievement, including experience of successfully coordinating and supporting programmes and internal teams	✓	
Proven success of managing and delivering multi-stakeholder programmes	✓	
Some experience of process improvement within a programme management context	✓	
Experience of grant management and reporting in the non-profit sector, including finances	✓	
Experience of donor relationship management in the NGO sector.		✓
Experience of Evaluation and Learning processes and tracking	✓	
<b>Other</b>		
Strong written and verbal communication skills	✓	
A team player with commitment to YBI's organisational values of Quality, Tenacity and Collaboration	✓	
Language skills, especially South Korean, Spanish, French		✓
Experience of working closely across cultural contexts.		✓
Experience using AI for process improvement		✓

## How to apply

If this sounds like the role for you:

- Please review the full job description for further details and **ensure all of your application (CV and supporting statement) reflects the requirements of the role.**
- Please submit your CV (maximum 2 x A4).
- Submit a Supporting statement (max 2 x A4): Your supporting statement is a very important part of your application and is vital for us to decide whether to shortlist you for an interview. Please demonstrate how you meet the criteria listed in the person specification and your motivation to work for YBI, detailing your experience, skills, achievements and/or abilities that are relevant for the role.

- Closing date for applications is midnight Wednesday 23 July 2025.

**Your CV and supporting statement should be sent to [hr@youthbusiness.org](mailto:hr@youthbusiness.org)**

## The Interview Process

We will have a two-stage process. It is foreseen that the second round would be an informal chat with key team members rather than an interview but this will be determined post first round interviews. The second round would be in-person at our London Office. You will be invited to the second interview if you are successful at the first stage and informed fully as to what the second round entails.

- First Interview Online (MS Teams) - Wednesday 30 July 2025
- Second Round In-Person at our London Office - week commencing 4 August 2025

## Use of AI

We recognise that artificial intelligence (AI) such as 'ChatGPT' etc can be useful for applicants e.g. to shorten an initial draft, so we do not attempt to have an absolute ban on AI in applications. However, we would caution applicants not to rely too much on AI in drafting your application. We want to hear your authentic voice arising out of your experience, and we will be looking for answers that use examples and experiences that are specific to you. You are more likely to be able to produce that kind of content yourself than AI will.

## Benefits - What YBI can offer

We believe YBI is a great place to work and our benefits include:

- Flexible working hours - our core working hours are Monday to Friday from 10am-4pm, alongside additional time before or after this time to a total of 7.5 hours per working day. We are happy to discuss any other flexible working models you would find helpful to support your work-life balance.
- Holidays - You will be entitled to 25 days paid leave in addition to the normal UK Bank and Public Holidays per annum for the full leave year. Leave entitlement increases by 1 day per annum up to a maximum of 30 days.
- Pension Scheme - a 5% employer contribution from YBI with employee's minimum contribution of 3%.
- Group Life Insurance for all employees from first day of employment (Death-in-service benefit will be 3 x salary)
- Access to Healthcare Cash Plan benefit (which includes Employee Assistance Programme) after successful probation.
- Enhanced Maternity and Paternity Pay
- £250 (gross) one off subsidy for your home workstation set-up

## Our Ways of Working

YBI works in a hybrid way. In practice, this means that most of us work from home for a significant portion of the week. We do not have a minimum requirement for being in the office. However, YBI believes coming together in person in an office environment or elsewhere offers real benefits for in-person collaboration, welcoming new colleagues and socialising opportunities.

**It is therefore a requirement** that all employees attend the following in-person meetings/gatherings:

- i. 3 - 4 Network Team Away Days per year
- ii. Team Meetings as arranged by each team (usually monthly)

iii. Any other role specific or organisational meetings and events at various times.  
*All staff need to cover cost of travelling to the office.*

## Equal Opportunities

YBI is an equal opportunity employer, and we are committed to ensuring representation of people from all backgrounds regardless of their gender identity or expression, sexual orientation, race, religion, disability, age, ethnic or national origin, or any other aspect which makes them unique. We welcome applicants from all backgrounds to apply and would encourage you to let us know if you require any adjustments, we can make to ensure that our recruitment process enables you to present yourself in a way that makes you comfortable.

We would be grateful if you could also complete and submit the Equal Opportunities Monitoring Form to [HR@youthbusiness.org](mailto:HR@youthbusiness.org). The form will not be seen by any of the people involved in shortlisting.

## GDPR

At YBI, your right to privacy and confidentiality is important to us. By applying for this job, your information will be entered into our recruitment system for YBI's employment purposes only and for no longer than one year after the post has been filled; then personal data will be disposed of in the GDPR compliant manner. We store all data securely and will not disclose it to any third parties without your consent. Please see our Data Protection Policy [here](#) to find out more.