

Programme Manager Youth & Ambition

Belong to Something Amazing...

Catalyst is seeking an experienced and highly motivated Programme Manager to join our dynamic team.

The Role

As Programme Manager for Youth & Ambition, the successful candidate will be responsible for managing two high-impact strategic programmes; Generation Innovation and Stryve (pilot programme). Both programmes are centred around informing, upskilling and empowering young people to recognise their potential and thrive as leaders, innovators and entrepreneurs. With Catalyst vision, 'Opportunity for all from world leading innovation', a commitment to promoting diversity and equal opportunities for young people is crucial for this role.

Generation Innovation energises the imaginations and aspirations of young people in Northern Ireland by developing a foundational, Design Thinking skillset for their future careers. The programme empowers students through 3 unique offerings: high-energy workshops, 'Impact Day' design sprints, and a core Work Experience Programme for 17–18–year–olds.

Stryve, in conjunction with Rio Ferdinand Foundation and funded by International Fund for Ireland (IFI), is an innovative pilot project aiming to remove barriers to employment for young people furthest from opportunity. This youth development programme will provide young people with accredited training in foundational skills, upskill in Innovation and Entrepreneurship, develop creative thinking to turn ideas to reality, access to industry mentors, work experience and further development opportunities.

About Catalyst

Catalyst is an independent, not for profit organisation. We work for the greater good to build an inclusive innovation community in an entrepreneurial ecosystem throughout Northern Ireland. The epicentre of Northern Ireland's tech sector, we provide everything that innovators and entrepreneurs need to reach higher and succeed faster – a home, business support, connected networks and much more besides. We invest, pro bono, all surplus profits from our property portfolio into nurturing a community-led innovation ecosystem that supports over 900 start-ups, entrepreneurs, and innovators so they can grow, scale and flourish

Working at Catalyst

A certified Great Place to Work®, Catalyst is one of Northern Ireland's most exciting employers.

With a strong vision of Opportunity for all from world-leading innovation, this is a workplace brimming with ambition to create social, cultural, and economic advantage. We are a force for good, bold in our approach with integrity at our core and passion in everything we do.

Diversity and Inclusion at Catalyst

Diversity and inclusion aren't boxes to tick on a CSR list. At Catalyst, they are part of our DNA, lived, breathed, seen, and heard across our community, projects, and co-working spaces.

We not only want to foster and empower a culture of innovation, but also an environment where people can be their true, authentic self and thrive, and we are proud to be recognised by the Diversity Charter for achieving silver status, with ambitions to progress to Gold.

As an equal opportunity employer, we recruit based solely on the individual's ability to perform the role, and that's allowed us to create an inclusive workplace which celebrates the diversity of our teams and community.

What we are looking for?

The perfect candidate for this position should be passionate about supporting every young person to reach their full potential. Previous experience in programme design and delivery will be essential to create high energy, engaging and impactful events and initiatives for young people to develop innovative thinking and creative solutions, to increase awareness of future careers as innovators, entrepreneurs and/or to provide alternative pathways into employment.

Key information

- Fixed term contract until January 2025, unless otherwise agreed
- Competitive salary between £45,000 – £50,000 depending on experience.
- Comprehensive benefits package.
- Based at the Innovation Centre, Queen's Road, Belfast (hybrid working arrangement available).

- Reporting to Head of Entrepreneurship
- Closing on Monday 20th November at 12noon.

Employee Perks

- Competitive Benefits Package including Private medical insurance for you and your dependents.
- Generous pension contribution.
- Generous life assurance policy.
- Enhanced parental leave packages.
- Free open access to company organised events.
- Free parking onsite.

Responsibilities

1. Produce high level and detailed plans with clear and measurable objectives for both programmes.
2. To design, plan and deliver highly energetic and engaging programmes for young people.
3. To maintain strong working relationships with Project Partners, external stakeholders including youth organisations, public sector, Catalyst community members, and Partner organisations.
4. Recruit programme participants, quality speakers, panellists, and volunteers to achieve targets.
5. Provide ongoing support and advice to participants.
6. Lead and line manage a small team of direct reports.
7. Ensure feedback and impact data is collated and presented in a clear and timely manner.
8. Set and manage budgets for each programme and specific events.
9. To prepare and deliver visually appealing keynote presentations to a range of audiences as required.
10. Support development of funding applications and relationships for the long-term sustainability of the programmes.

11. Work closely and report regularly to both the GI Programme funders, GI Steering team and IFI Project Funders to ensure compliance with programme guidelines.
12. Working closely with Catalyst brand and marketing team to clearly articulate programme messaging to targeted audiences.
13. Ensure data protection and safeguarding processes are up to date and stringently adhered to.
14. Management of 3rd party suppliers.
15. Undertaking any other reasonable duties which fall within the remit of this role.

Essential Criteria

- At least 3 years' experience working within a similar role within youth work.
 - Proven experience of designing and delivering successful events and/or programmes for young people (16-25 year olds), with a strong focus on inclusivity.
 - Experience of working with a diverse group of internal and external stakeholders at middle management to senior level.
 - Strong ability to communicate, including ability to present and engage with large audiences.
 - Ability to manage multiple priorities and ensure performance targets are met.
 - Proven team player.
 - Candidates should be passionate about inspiring young people to reach their full potential.
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- **Special Requirements**
 - Proof of right to work in the UK.
 - Access to transport to delivery offsite events.

Get in touch

If you are an experienced Programme Manager passionate about inspiring young people, we invite you to get in touch.