

Senior Organisational Projects Officer



**Joining
YOUNG**

What's the problem?

1 in 6 children and young people aged 5-16 suffer from a diagnosable mental health disorder - that's around 5 in every class.

Half of all mental health problems manifest by the age of 14, with **75%** by age 24.

3 in 4 children with a diagnosable mental health condition do not get access to the support that they need.

Nearly **half** of 17-19 year olds with a diagnosable mental health disorder has self-harmed or attempted suicide at some point.

But we believe things can get better.

Who we are

We are leading the movement to make sure every young person gets the mental health support they need, when they need it, no matter what.

We provide young people with tools to look after their mental health. We empower adults to be the best support they can be to the young people in their lives. And we amplify young voices to change the world we live in.

Our purpose:

To stop young people's mental health reaching crisis point

Our vision:

A world where no young person feels alone with their mental health

Our mission:

To make sure all young people can get the mental health support they need, when they need it, no matter what

Our goals

To keep ourselves focused and on track, we've set out three strategic aims:

1. Helping young people to look after their own mental health
2. Making sure young people have adults around them who can really help
3. Building a youth-led movement to make sure support is there for any one who needs it



Helping young people to look after their own mental health

We will provide young people with reassurance and advice to help them make positive choices for their mental health and know what to do next if they are struggling.

Making sure young people have adults around them who can really help

Whenever a young person opens up about their mental health to an adult they trust, we want them to find someone who really gets it and can respond positively.

Building a youth-led movement to make sure support is there for anyone who needs it

By building a movement for change, through which young people can create the societal changes they want to see, we know that far more young people will get the support they need.

“I’m proud that YoungMinds genuinely uses the voice of young people to guide their approach as a charity and change the misconceptions around mental health.”

Alex, YoungMinds Youth Panel



Where we work:

YoungMinds is based close to London Bridge in Central London, although as an organisation, we are active all over the UK.

Our address is: 4th Floor India House, 45 Curlew St, London, SE1 2ND.

We are well served by public transport links: - local mainline stations are London Bridge and Waterloo. The nearest London Underground stations are London Bridge (Jubilee Line) and Borough (Northern Line).

When we work:

Standard Office hours are 9.30am – 5.30pm, with a one hour unpaid lunch break.

Some of our employees work non-standard hours - we have a number of part-time staff, and some of our team work on a sessional basis.

YoungMinds recognises the importance of helping its employees balance their work and home life and so we have a Flexible Working Policy in place. Any employee can make a request for flexible working. Whilst we cannot guarantee to accommodate a flexible working application, we do guarantee that we will carefully consider any request made.

Equal opportunities:

YoungMinds is fully committed to eliminating discrimination and promoting equality and diversity in our workforce and employment practices, in the work we undertake, and in the provision of all our services.

We therefore expect all of YoungMinds staff to be willing and able to make a positive contribution to the promotion and implementation of YoungMinds' Equality and Diversity policy.

Safeguarding:

YoungMinds is committed to safeguarding and promoting the welfare of children and young people and we therefore expect all staff and volunteers to do the same. We ask all staff to undertake safeguarding training when they join us.

Pre-employment checks:

Due to the nature of the work we do, before starting with YoungMinds, the following checks are carried out:

Reference check: All job offers are conditional on the receipt of satisfactory references.

DBS check: We ask our employees to complete an Disclosure and Barring Service (Criminal Records Bureau) Check. The level required will depend on the role you are applying for and will be confirmed to you as part of the recruitment process.

NB: A previous conviction will not necessarily prevent you from joining YoungMinds. YoungMinds is committed to treating all applicants and employees fairly.

Identity check: We are also obliged to confirm your identity and obtain proof of your right to work in the UK.

When you join:

All new staff benefit from a full induction with both the People department and their team, as well as our core training programme, ongoing support and personal development

Probationary period:

All our posts are subject to an initial probationary period. This varies according to the length and type of the contract.



We offer our staff a wide range of health, wellbeing, lifestyle and financial benefits to ensure that we fully support all staff.

Benefit	Full Time	Part Time	Zero Hour
Holiday – 25 days plus 8 bank holidays and 3 days off for Christmas closure (pro-rated for part time) + an extra 2 days after 3 years' service	Y	Pro-rated	Pro-rated
Employee Assistance Programme	Y	Y	Y
Regular activities such as Lunch and Learn and Book Club	Y	Y	Y
Pension - Employer 5% with minimum employee contribution at 3%. Subject to terms and conditions, pension contributions will begin automatically	Y	If minimum requirements met	If minimum requirements met
Cycle to work Scheme	Y	Y	Y
Travel loan (Available on completed probation)	Y	Y	N
Free early eye tests and money towards your glasses	Y	Y	Y
Commitment to continued professional development	Y	Y	If earning enough to be deductible
Access to Corporate Membership Prices for TasteCard	Y	Y	Y
Weekly fruit baskets in the office kitchens	Y	Y	Y

Benefits

Completing a YoungMinds employee application form

If you have any questions about completing the application form / the application process, please contact the People team (atrecruitment@youngminds.org.uk).

We strongly recommend you look through the YoungMinds website before starting the application form. You may either type or write in black pen to complete your application form.

Personal details and availability

Fill out this section making sure all details are correct.

Education and qualifications

Ensure to include all relevant qualifications and level achieved.

IT skills

Please provide details as requested.

Training

Please give details of any training courses you have completed.

Professional bodies

Please state whether you are a member of any professional bodies, indicating your level of membership and qualification.

Eligibility to work in the United Kingdom

You must be eligible to work in the UK. We are currently unable to support visa applications.

Employment history

Please start with your current or most recent employer and give a brief description of your main responsibilities of that role. These descriptions do not have to be very long as you will have an opportunity to expand on certain aspects in the Statement of Suitability section.

Please list all previous positions of employment and ensure you account for any gaps in your employment history.

Statement of suitability

Outline all relevant skills, experience and training appropriate to this post. As we shortlist against the criteria you should relate your application to the requirements set out in the person specification (providing examples).

Completing the application form

Completing a YoungMinds employee application form

Referees

Always ask your referees permission before giving their contact details for your application.

Your referees should be your current or previous line manager, academic tutor or a volunteer manager if applicable. Do not give details of family, friends or colleagues.

We reserve the right to request to approach any previous employer if deemed necessary.

Referees will only be contacted after an offer has been made. We will confirm this with you before we approach your referees. If there is a problem with this then please contact us.

Completing the application form





JOB DESCRIPTION

Job title: Senior Organisational Projects Officer	Salary: £36,712 - £40,791
Hours: 35 hours per week	Based at: YoungMinds Central Office, London Bridge
Reports to: Head of Strategy and Transformation	Number of Direct reports: N/A
Budget responsibility: No	Contract type: Permanent

About YoungMinds:

YoungMinds is leading the movement to make sure every young person gets the mental health support they need, when they need it, no matter what. Hundreds of thousands of young people are struggling with their mental health, but too many are being told to wait, struggling to cope and hitting a crisis point before they get help. But things can get better. And we're leading the movement for change.

We provide young people with the tools to look after their mental health. We empower adults to be the best support they can be to the young people in their lives. And we give young people the space and confidence to get their voices heard and change the world we live in.

Together, we can create a world where no young person feels alone with their mental health.

About the team:

The Strategy & Transformation team's core purpose is to shape and drive YoungMinds' strategic direction, ensuring we're making the greatest possible impact for young people's mental health. We develop and implement both the 5-year strategy and annual operating plan, working collaboratively across the organisation to turn strategic ambition into meaningful action.

The team focuses on building strategic capability throughout YoungMinds through the Strategy Champions Programme, ensuring strategic thinking is embedded at every level. We provide essential oversight and insight through quarterly Board reporting, risk management, and impact measurement – helping us understand what's working, what needs to change, and where opportunities lie.

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The Strategy & Transformation team sits within the Directorate of Finance & Operations. Our work touches every part of the organisation, acting as strategic partners to colleagues across all teams as we collectively work toward our mission.

Key relationships:

- Project teams established for strategic cross-organisational initiatives
- Strategy & Transformation team
- Cross-functional delivery teams

Job purpose:

The Senior Organisational Projects Officer will lead the planning and directing of priority cross-organisational projects at YoungMinds', to meet goals, budgets, and deadlines by managing scope, schedule, budget, resources, risks, and quality. This includes managing flagship initiatives such as the Hello Yellow fundraising and awareness campaign, implementation of new technology and systems, and other transformation initiatives, applying conventional project management approaches alongside strong relationship management and agile methods where beneficial.

Key responsibilities and duties:

Project Management

- Lead end-to-end project management of strategic cross-organisational initiatives, including planning and agreeing project objectives, assembling and leading projects teams, creating and managing workplans and timelines, , risk management, monitoring progress and reporting to key stakeholders.
- Ensure projects are aligned to YoungMinds strategic goals and define key deliverables in line with the annual operating plan.
- Ensure that the project team considers and includes how young people can meaningfully participate in the planning, shaping and delivery of key projects.
- Manage the delivery of the Hello Yellow campaign as a key annual project, coordinating across fundraising, communications, digital, and partnerships teams as well as activity across any external supply partners that take part. Leading this project will be a priority for this role.
- Ensure effective communication within the project team but also across the organisation in the form of timely and relevant updates to build engagement with key projects.

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- Develop and maintain clear project documentation, including plans, budgets, and progress updates for all assigned projects.
- Manage dependencies across multiple teams and functions to ensure effective delivery of complex, interconnected workstreams.
- Track milestones, identify risks or blockers early, and drive timely solutions across project portfolios.
- Work closely with senior stakeholders to align project delivery with strategic organisational goals. Where required, work with a senior steering group to support key decision making on key projects and to provide support to the project delivery group.
- Apply flexible project management methodologies, choosing the most appropriate approach for each initiative.

General duties:

- Work in accordance with the Organisation's Vision, Mission and Values and all policies and procedures
- Champion the voice of young people and value of their lived experience to deliver change, actively seeking to increase their involvement in the organisations and your team's work
- Support a culture of care for staff, volunteers and the young people we work with, including appropriate responsibility Safeguarding and following the organisation's policy and procedures at all times
- Champion and support the organisation's commitment to anti-racism, justice, equity, diversity and inclusion (AJEDI)
- Contribute to the culture of YoungMinds by joining in our events and activities including supporting our fundraising.
- Understand and actively seek to evolve the organisations and your team's use of technology to improve our effectiveness and meet the needs of young people
- Ensure a privacy-led approach to data, ensuring individual and team requirements for responsible management of data
- Any other reasonable duties as specified by your line manager or members of the executive team to support the work of the charity, compatible with the nature and grade of this post

Skills and capabilities:

- Proven experience of management of cross-functional, multidisciplinary projects within an organisation working with a variety of external partners and stakeholders
- Expertise in managing the delivery of cross-organisational workstreams or projects to deliver on intended outcomes
- Excellent relationship management and communication skills working with individuals and teams at all levels of seniority
- Proven ability to deliver intended project outcomes in a complex environment

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- Must demonstrate strong judgment to prioritise effectively considering competing demands
- Excel at managing ambiguity and uncertainty in the project management process
- Proactively adapting and responding to new demands on projects.
- Identifying issues and developing effective solutions to keep projects on track, identifying potential roadblocks, adapting plans as needed, and implementing changes to meet project requirements and ensure successful outcomes

PERSON SPECIFICATION

Job title: Senior Organisational Projects Officer

Experience of...	To be assessed via application form	To be assessed at interview
Proven track record in project management, ideally in campaigns, communications, or fundraising contexts and implementation of new user systems e.g. a new people management system	Y	
Experience of managing complex projects with multiple stakeholders and tight deadlines.		Y
Experience of using a variety of project management tools and methodologies relevant to the scope and complexity of projects).	Y	
Experience of coordinating teams and resources across different functions and different levels.		Y
Ability to...		
Strong organisational and planning skills, with attention to detail.		Y
Ability to manage competing priorities and deliver under pressure.		Y

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Problem solve. Being resourceful in identifying and assessing solutions and willingness to adapt plans to deliver project outcomes.		Y
Excellent communication and facilitation skills.		Y
Knowledge of a range of project management approaches, including agile practices, and willingness to apply them flexibly.		Y
Confident using digital collaboration tools (e.g. Teams, Miro).	Y	
Excellent relationship management skills with the ability to influence and help teams reach decisions.		Y
Knowledge or understanding of...		
YoungMinds' mission and purpose and the issues young people face with their mental health		Y