

# Events Manager

Candidate Pack June 2026



# Welcome from our CEO

## Dear Applicant,

Thank you for your interest in the National Youth Agency (NYA).

**The NYA is both the steward and champion for youth work** and young lives are increasingly complex, as they transition from child to adulthood in a society shaped by rapid technological advancements, social change, climate change and unprecedented global challenges. The digital era has transformed communication, education, and employment, presenting boundless possibilities, yet also giving rise to concerns about screen time, online safety, and digital wellbeing. Furthermore, the Covid-19 pandemic has underscored the significance of resilience, adaptability, and mental health support for young people.

**In these ever-changing times, the NYA remains adaptable, innovative, and responsive to the evolving needs of our young people** and the extraordinary youth workers who support them. We believe in the power of youth work to help shape the future of young lives.

**We are looking for candidates like you**, who are passionate about the work we do. As part of the NYA team, you'll have the opportunity to help imagine and realise a stronger and more positive future for young people. You'll be committed to our mission and values and expand the range of skills and experiences within the organisation. We particularly welcome applications from candidates who will help NYA better reflect the diversity of the youth sector.

**If you believe you possess the attributes, skills, and knowledge** that would benefit our development we are excited to hear from you. We're committed to help you with your development, and the successful candidate will receive a full induction programme on all aspects of the NYA.

Join us and help us to continue transforming the lives of young people through youth work.

Yours faithfully,

**Leigh Middleton**  
CEO



# About Us

**All young people deserve a productive, fulfilling future.** Society needs the spark and energy of young people to make it tick, yet somehow thousands of young people feel blocked by the complex, sometimes disheartening challenges the modern world throws at them.

**Youth work is the best methodology to unlock young people's potential** by providing high quality support and opportunities. Skilled youth workers build relationships that support young people to explore their personal, social, and educational development. Youth work enables young people to develop their voice, influence, and place within society.

**As the national body for youth work, NYA has a dual function.** We are the professional, statutory, and regulatory body (PSRB) responsible for qualifications, quality standards and safeguarding for youth work and services in England. In line with our charity mission and aims, we also champion youth work through research, advocacy, campaigns, and programmes.

We work in partnership and believe in collaborative leadership, listening to youth workers and the youth work sector so that we can understand their needs and respond to the challenges they face. **We are ambitious for youth work and for young people** and integrate youth voice and influence across our work

NYA continues to work closely with government to inform policies with young people, and in support of regional youth work units, local authorities, and voluntary services across communities. We lead on workforce development for qualified youth workers, volunteers, and related professions.

**The NYA places young people at the heart of all we do.** That is why today 34% of our employees are young people collaborating to help make the big decisions that affect them.



## OUR VISION

A world where every young person can access youth work



## OUR MISSION

Enable more people to deliver great youth work



## OUR PURPOSE

Enable great youth work to happen by setting the standards, growing the capacity and building the case to improve the quality and quantity of youth work in England

## Our values



### COLLABORATIVE

We connect to share, learn and grow. We know that together we are greater than the sum of our parts.



### DETERMINED

We are ambitious for youth work and for young people and push ourselves to overcome barriers and open up new opportunities.



### INCLUSIVE

We embrace, respect and value diversity in all its forms and act in a way that demonstrates this in all we do.



### AUTHENTIC

We say what we believe and follow it up with action.



### BOLD

We are evidence-informed and innovate to push boundaries.

# Programmes Directorate Overview

The Programme Directorate leads the planning, delivery and oversight of NYA's national programmes and projects. Our work that directly benefits young people and strengthens the youth work sector across England.

Our programmes span a wide range of funded and commissioned activity, from large-scale national initiatives to locally rooted partnership work. We manage relationships with multiple funders and commissioners, ensuring that investment reaches the right places and delivers the outcomes that matter. Quality, governance and accountability sit at the heart of everything we do.

We work closely with partner organisations, local authorities, youth work providers and young people themselves to design and deliver programmes that are practical, inclusive and genuinely impactful. Our team brings together programme management expertise, youth work practice knowledge and sector insight which means we understand both the operational rigour that funders expect and the real-world context in which youth work happens.

At its best, the Programmes Directorate acts as a bridge, connecting funding and policy intent with frontline delivery, and making sure that young people's voices and experiences shape the work we do, not just the outcomes we report. We are a team that takes pride in doing things properly, we work collaboratively across the organisation and are genuinely committed to improving outcomes for young people across the country.

**We work hard and at pace as we are committed to doing our best for youth work and young people at all times.**

**We create the conditions for great youth work to happen.**

# About the role and responsibilities

## **Role Purpose:**

To manage the planning, delivery and continuous improvement of our most high-profile annual events, including, but not limited to, UKYP, Peer Network Conference and a number of our annual policy events. The postholder will deliver multi-stakeholder events to high standards, on time and in budget, identifying opportunities to develop and improve events year on year.

The Event Manager plays a pivotal role in organising the events and activities that will provide young people, from across the United Kingdom, the opportunity to collaboratively engage in the democratic process through the UK Youth Parliament Programme.

This role involves working closely with the UK Youth Parliament team and our partners to support the effective organisation, communication and delivery of the UK wide events and activities.

The Event Manager will work closely with the Policy team, Communications team and Programme Management teams.

**No two days are the same in the NYA. We are creative, responsive and flexible, and work together to achieve our goals set out in the 10 Year Vision for Youth Work.**

# How that looks day to day

## **As our Events Manager you will:**

- Plan, organisation and on-site delivery of regional and national events, including residential and single-day conferences, networking events and a House of Commons sitting.
- Project management of all event elements including budgets, logistics, health and safety, safeguarding, attendees, AV and delegate communications.
- Be responsible for selection and management of all event suppliers including accommodation, equipment, AV and logistics.
- Oversee venue and supplier management
- Act as first point of contact for all delegates where appropriate to the event
- First point of contact for internal and external stakeholders
- Work with our finance team to ensure event budgets are managed closely and events are delivered in budget
- Report for each event during event planning phase and developing comprehensive post-event reports which
- Any other reasonable duties to support the successful deliver of the events.

# About You

## **Our Events Manager should have the following:**

### **Essential:**

- At least three year's event management experience.
- Conference event management experience including delegate management
- Excellent organisational skills.
- The ability to prioritise and re-prioritise according to requirements of the events and organise workload.
- Excellent IT skills including MS Office packages.
- Ability to work occasional weekends and evenings to manage the on-site delivery of the events.
- Willingness to travel within England to support the on-site delivery of events.

### **Desirable:**

- Event management or project management qualification.
- Experience of working in a remote-based organisation across multiple teams.
- An interest in young people's personal development and participation.
- Willingness and ability to travel to Leicester for collection of event materials and event administration.
- Willingness and ability to travel across England several times a year for delivery of events.

### **In Addition:**

As the role will involve direct work with young people, the successful candidate will be subject to an Enhanced DBS Check prior to starting their employment.

**The National Youth Agency is committed to safeguarding and promoting the welfare of young people. We expect all our staff and associates to share this commitment and to adhere to our safeguarding policies, procedures and practice at all times.**

# Our Commitment to Equality, Equity, Diversity and Inclusion

The National Youth Agency is an equal opportunities employer. Committed to equal opportunities policies. We welcome applications from all backgrounds so that our team mirrors the community we serve. We welcome applications from anyone regardless of disability, ethnicity, heritage, gender, sexuality, religion, socio-economic background and political beliefs.

We are committed to providing an inclusive experience for all those who want to apply, and we are committed to removing any barriers in our recruitment processes. So, during the application process we commit to:

- Paying for childcare whilst you are at interviews where these take place in person.
- Paying for your travel costs to the office and back for interviews held in person.
- Making any reasonable adjustments – for example ensuring sign language interpreter organised in advance if you'd like them.
- Providing this document in a word document format readily available to download.
- Offering a guaranteed first stage interview with for disabled candidates who meet the minimum requirements for the role.

## Why work for us?

Our team members rated NYA **9 out of 10** as an employer **90%** would recommend working at NYA to their friends and family.

### What our team say about working at NYA\*:

'A great environment to work, with colleagues who I care for & who care about me'

'I feel INCREDIBLY supported & grateful to work for this fantastic organisation'

'Always willing to listen, providing trust & freedom as an employer'

\*Source: NYA staff survey November 2023

- NYA operates as a people-first organisation, prioritising the well-being and needs of its employees.
- NYA offers an exceptional flexible working approach which encourages our team to balance professional responsibilities with their personal life.
- Predominantly a remotely based team, spread across England, fostering inclusivity and diverse talent. Despite geographical distances between team members, NYA maintains a highly motivated and connected team through the optimisation of digital tools.
- At NYA we have a shared vision and objectives and our team often express how our supportive work culture increases motivation and promotes teamwork and productivity.
- NYA is committed to supporting the continual personal and professional development of our team and helping them achieve their ambitions.
- We provide 25 days leave plus 8 days, life assurance scheme, 5% employer pension contribution and a comprehensive Employee Assistance Programme with unlimited specialist support.

# Additional Information & How to Apply

## Location – Home based/remote working

NYA has its home in Leicester which is available for staff to work or host meetings. The whole team come together throughout the year for relationship and team-building events and overnight stays may occasionally be required. This role may require travel to meetings, events and conferences at times.

## Remuneration

**£35,000** per annum (dependant on experience and qualifications).

## Terms of Appointment – Permanent Contract

An offer of appointment will be made once candidates have been interviewed and will be subject to satisfactory completion of eligibility checks, including references, UK Right to Work and Enhanced DBS checks. If you are offered an appointment, you will receive a detailed summary of your main terms and conditions within your contract of employment. All roles have a six-month probationary period.

## Hours

Full-Time 37 hours per week.

## Safeguarding

This role is subject to the provision of all child protection legislation, and all policies governing staff that work with children and vulnerable adults.

## Our Support for You

We will provide a full induction and supported journey into the role.

## If you wish to apply for this position

Please apply by completing this [application form](#) which will ask you to:

- Answer several questions to help highlight your suitability for the role and how you meet the requirements in the **About You** section. **Please note that these questions must be answered for your application to be considered.**
- Upload a detailed CV outlining your career history, roles, responsibilities and achievements.
- Complete a diversity monitoring – This is optional, and your data will at no time be connected to you or your application.

If you experience any difficulties applying via our online application process, please contact [recruitment@nya.org.uk](mailto:recruitment@nya.org.uk)

**Closing date:** 11:59 Friday 26<sup>th</sup> June 2026. We would encourage you to apply as soon as possible as we may close this vacancy early if we receive a sufficient number of suitable applications.

**Interviews:** Week commencing 13<sup>th</sup> July (subject to change)

## More about us

Discover more about the National Youth Agency and our work at: [nya.org.uk](http://nya.org.uk)