

Programme Manager: Young People & Communities

Job Description & Person Specification

July 2026

Word Up North is a Yorkshire-based literature development organisation with a mission to raise up voices, stories and writers in the north of England. Our work fosters a love of reading, writing and creativity within individuals and communities, and uses the power of the written and spoken word to create positive change. We are proud to be a registered charity and an Arts Council England National Portfolio Organisation.

We deliver activity across four key areas: Children & Young People; New Writing & Talent Development; Creative Communities; and Live & Online Literature Events.

Type of contract:

Full-time fixed-term contract to 31 March 2028.

Hours of work:

35 hours per week excluding lunch breaks.

Salary:

£30,000–32,500 per annum, dependent on experience.

Holidays:

20 days per year plus public holidays.

Responsible to:

CEO & Creative Director; Executive Director

Responsible for:

Freelance Writers, Artists & Creative Practitioners

Purpose of the Role

To devise and manage impactful cultural activities with communities and young people within the Bradford District, with a particular focus on delivery in Keighley. The postholder is a member of the core staff team contributing to the strategic planning and operational delivery of Word Up North.

Working alongside community groups and young people aged 5–18, you will deliver programmes encouraging creativity with words, reading and writing in a range of forms.

Outcomes will increase participants' well-being, confidence, connectedness and career opportunities, and help to define, communicate, and celebrate a sense of place.

You will work with schools, libraries, community leaders, freelance writers, artists and creative practitioners to deliver the programmes, managing relationships on a day-to-day basis. You will also be a key point of contact for funders, partners and stakeholders and be responsible for collecting data, evaluating the projects you manage, and reporting their outcomes.

The role is being offered on fixed-term basis initially (until 31 March 2028), with an option for the contract to be extended if organisational goals are achieved.

Tasks & Responsibilities

These will include, but not be limited to:

Programme & Partnerships Development

- Work with the Senior Leadership Team to determine Word Up North's annual activity plan of Young People and Communities programmes.
- Take an asset-based approach to learning from, consulting with, and involving young people and community groups in shaping activity plans and programmes.
- Devise and manage programmes of activities which increase wellbeing, agency, connectedness through participation in creative and cultural activities amongst young people and communities within the Bradford District.
- Maintain and deepen established delivery partnerships and seek new ones to expand the reach and impact of our work.
- Act as first point of contact for enquiries regarding our Young People and Communities activities.

Programme Management & Delivery

- Recruit, work with and support freelance writers, artists, creative practitioners and support staff to deliver our programmes.
- Manage delegated budgets for programme delivery, providing regular reports as required.
- Facilitate sessions with groups of young people or adults and/or support artists to do so.

Monitoring & Evaluation

- Collect data and impact information from the programmes you manage, in line with internal and external reporting requirements.
- Produce comprehensive evaluation reports for internal and external stakeholders.

Fundraising

- Work with Word Up North's Senior Leadership Team to raise funding for programmes and projects.

Safeguarding

- Undertake the role of Word Up North's Designated Safeguarding Officer, undertaking training as required, and ensure the implementation of Safeguarding policies and procedures across all our activities.

Advocacy & Communications

- Work with the Communications Manager to proactively promote our Young People and Communities programmes, seeking to maximise participation and profile.
- Represent Word Up North at meetings with partners, funders and stakeholders and attend cultural sector networking and training events where relevant.

General

- Actively engage with Word Up North's vision and policies, including equity, diversity and inclusion, environmental responsibility, health and safety and data protection.
- Support the delivery of Word Up North's activities and events, including some evening and weekend working, as required.
- Any other duties that are commensurate with the post.

Person specification

Essential skills and experience

- Minimum 3 years' experience in a similar role.
- Excellent communication skills, written and verbal.
- Very well organised. Able to prioritise and plan own work, multi-task, take responsibility in decision making, and meet deadlines.
- Experience of managing complex creative projects, including budgetary management, logistical support and risk management.
- Proven track record of asset-based grassroots community building. Able to evidence experience of reaching under-served communities, forming authentic relationships and building trust over time.
- Collaborative, people-centred approach.
- Experience of working with children & young people, both in and out of educational settings.

- Experience of creative facilitation with a wide range of participants, both adults and children and young people, or a willingness to undertake facilitation training.
- Experience of working with writers, artists and creative practitioners.
- Experience of building and maintaining partnerships.
- Experience of writing funding applications.
- Experience of monitoring and measuring the impact of programmes and producing evaluation reports.
- Thrives within a small team.
- Driven, flexible and reliable, with a positive, proactive attitude and a passion for self-development.
- Flexible approach to working hours to meet the needs of the organisation.
- A commitment to Word Up North's vision, mission and values.

Desirable skills, experience and personal qualities

- Understanding of the demographics of the Bradford District or similar diverse urban-rural areas of the north of England and the issues affecting our communities.
- Keen interest in literature, arts and cultural events.
- A full clean driving licence, access to a car and willingness to drive for business purposes.
- Emergency First Aid at Work Certificate (current) or willingness to undergo training.
- Recent Safeguarding training.

Location

This will be a hybrid role, working between the organisation's office in Ilkley, West Yorkshire, and on-site delivery of work at locations within the Bradford District. You will need to be able regularly commute to and from Ilkley. Trains run direct to Leeds and Bradford.

We operate a flexible approach to working location, based on the needs of the role.

To Apply & Interviews

The deadline for applications is **23:59hrs Wednesday 26 August 2026**.

Interviews will be held on **Wed 9/ Thu 10 September 2026**. These will be conducted in person at the Word Up North office (38 The Grove, Ilkley, LS29 9EE). You will also be asked to prepare and make a short presentation.

Please complete the application form [HERE](#)

We'd be grateful if you would also complete and return the Equal Opportunities Monitoring form [HERE](#)

If you have any questions or queries about this role, or the application form, please contact us via recruitment@wordupnorth.org.uk

Offer of Employment

Any offer of employment for this role is subject to:

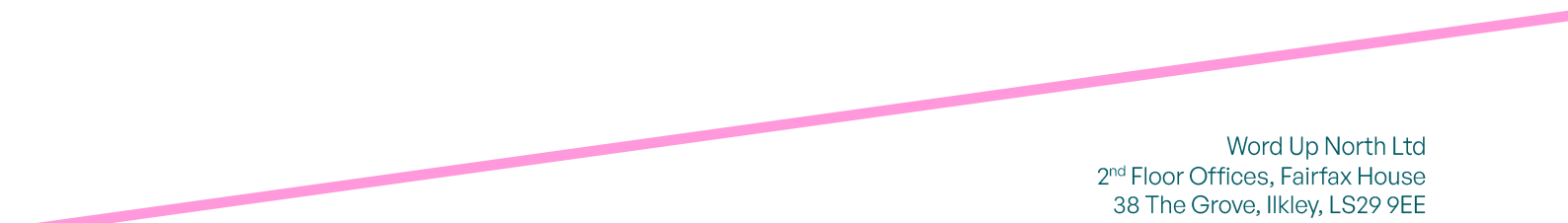
- References that are satisfactory to Word Up North
- Evidence of the right to work in the UK as defined by the Home Office
- A valid Enhanced DBS check

Use of AI in applying for this role

Word Up North champions and supports writers and authentic human creativity. While we understand that some people find AI helpful to research, structure ideas or check spelling/grammar, please do not use AI software in the direct writing of your application. Where use of AI software is detected, this may prejudice your application.

Diversity, Equality & Inclusion

We are committed to developing and retaining a workforce that is representative of the diverse communities that we serve. We're striving to build an inclusive workplace culture where all employees feel valued, and our rich diversity is celebrated by everyone. We encourage people from all sections of our community to apply for jobs with us.

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