

Project Manager – Strategic Programmes (Part-Time, 2-Year Fixed Term)

Location: Central London

Organisation: Jesuit Young Adult Ministries (YAM)

Contract Type: Part-time, 15 hours per week, 2-year fixed term (flexible working arrangements considered)

Reports to: Coordinator of YAM, working collaboratively with the YAM team and steering group.

Salary: £36,000–£42,000 FTE, depending on experience. Pro rata for 15 hours per week: £14,400–£16,800 per annum, based on a 37.5-hour full-time working week.

Benefits: The role includes flexible working, mentoring, formation opportunities, employer pension contributions, and annual leave entitlement pro rata.

Role Summary

Jesuit Young Adult Ministries (YAM) is looking for a capable, mission-driven Project Manager to help shape the next phase of young adult ministry in Central London. This two-year, part-time role will translate YAM's strategic priorities—Leadership, Service, Formation, and Transition—into practical programmes, resources, and pathways that support young adults in their spiritual, personal, and vocational growth. Working closely with the Coordinator of YAM, the postholder will design, pilot, evaluate, and embed sustainable initiatives rooted in the Ignatian tradition. The role will also contribute to preparations for YAM's 25th anniversary in 2028 by strengthening the structures and programmes that will support the ministry in the years ahead.

Key Responsibilities

Programme Development & Delivery

- Design, develop, and pilot initiatives aligned with YAM's strategic focus areas, with responsibility for Leadership, Formation, and Transition and for ensuring that Service is coherently connected to these streams.

- Develop formation opportunities for young adults rooted in Ignatian spirituality and responsive to their lived experience.
- Establish leadership pathways that help young adults grow in confidence, responsibility, and service within the Church and wider society.
- Create a transition pathway for adults over 35, helping them move from YAM into parish life and other appropriate forms of Christian community.
- Work with the Volunteering Coordinator to integrate existing and emerging service opportunities with YAM's wider Leadership, Formation, and Transition streams, ensuring that service is connected to reflection, community, and long-term discipleship.

Project Management

- Develop and manage project plans, timelines, and budgets across the two-year term.
- Coordinate resources and stakeholders to ensure timely delivery.
- Monitor progress and evaluate impact of programmes.

Stakeholder Engagement

- Collaborate with Jesuit communities, works, parishes, diocesan bodies, and young adult leaders.
- Facilitate workshops, consultations, and feedback sessions.

Reporting & Communication

- Provide regular updates to the Coordinator and advisory groups.
- Prepare reports for funders and partners as needed.
- Document programme models and resources for long-term sustainability.

Person Specification

Essential:

- Strong project management, organisational, and communication skills, with the ability to move ideas into practical delivery.
- Experience of managing projects, programmes, or initiatives with multiple stakeholders and deadlines.
- Sympathy with the Catholic ethos and mission of YAM, and a willingness to work within a Jesuit and Ignatian context.

- Ability to work independently, use initiative, and build constructive relationships with volunteers, partners, and young adult leaders.

Desirable:

- Familiarity with Ignatian spirituality and Jesuit networks.
- Experience working with young adults in faith-based or community settings.
- Understanding of synodality and Church structures, with experience of facilitating synodal processes, consultations, or participatory discernment.
- Experience in project or programme coordination, especially in charity, faith-based, youth, community, or formation settings.

Why Join YAM?

This is an opportunity to make a lasting contribution to young adult ministry in Central London at a significant moment in YAM's development. The postholder will help turn strategic priorities into practical programmes that can serve young adults now and provide a stronger foundation for the future.

The role offers flexible part-time working, mentoring from the Coordinator of YAM, formation opportunities, and the chance to work within a rich Jesuit and Ignatian tradition.

Additional Information

- Occasional evening and weekend work may be required.
- The post is part-funded by Benefact Trust for a fixed term of two years, with a focus on embedding sustainable structures and programmes.

How to Apply

To apply, please send a CV and covering letter explaining your interest in the role and how your experience matches the person specification to yam@jesuit.org.uk.

Closing date: August 28th. Interviews: mid-September. Start date: October 1st.

YAM is committed to creating a welcoming and inclusive environment. We particularly encourage applications from people with experience of young adult ministry, community engagement, or faith-based programme development.