

JOB DESCRIPTION & PERSON SPECIFICATION

Job Title: Project Delivery Worker

Reports To: Head of Projects (Development and Delivery) and Operational Project Lead

Location: Countywide (Office base is Workington)

Contract: 12-month fixed-term contract, with the option to extend subject to continued funding.

Hours: 37 hours per week

Salary: £27,295 per annum, plus stakeholder pension, mileage allowance, health benefits, 25 days annual leave and optional hybrid working.

About Cumbria Youth Alliance

Cumbria Youth Alliance (CYA) works with and for young people to enable them to reach their full potential. We work collaboratively with young people, communities, schools, employers and partner organisations to create opportunities, reduce inequalities and improve outcomes across Cumbria.

Our employability and progression programmes support young people to overcome barriers, build confidence and develop the skills they need for their future. Through school-based activities, personalised support, practical learning and engagement with employers, we help young people access education, employment, training and wider opportunities.

Job Summary

This role works across Benny Walker Charitable Trust-funded programmes – Barriers, Growing Horizons and Bridging Horizons – supporting young people aged 13–24 through school-based delivery, community-based support and wider programme activity.

Breaking Barriers supports young people who are NEET or at risk of becoming NEET, helping them build confidence, raise their aspirations and improve their education and employment opportunities. Growing Horizons delivers structured school-based activities linked to land-based and farming careers. Bridging Horizons is a civil engineering workforce-development programme that connects young people with industry through practical learning and employer engagement.

The postholder will deliver structured programmes in schools and other settings, support young people through group and one-to-one work, and contribute to the delivery of all three programmes across Cumbria.

Key Responsibilities

Programme Delivery

- Deliver structured programmes within schools, including presentations, practical challenges, career activities and employer-led sessions
- Deliver engaging, practical and hands-on learning experiences that get young people interested and keep them coming back
- Support delivery of Breaking Barriers – bespoke 1:1 and group support for young people who are NEET or at risk
- Support delivery of Growing Horizons – structured school-based sessions linked to land-based and farming industry pathways
- Adapt delivery to meet the needs and engagement levels of different young people

Young People Engagement and Progression

- Support young people to build confidence, skills and aspirations
- Support progression into sustaining or entering education, training and employment – particularly into farming and agriculture-based industries.
- Identify and respond to barriers to engagement and progression, working with young people to find what works for them
- Use CYA's ME Tool to track progress and evidence impact

School-Based Delivery

- Deliver group and individual support within schools across Cumbria as programmes expand
- Work within the structure of the school day, including arriving on time to prepare and deliver sessions
- Plan and manage travel across multiple school sites

Employer and Partnership Working

- Work with employers, colleges and training providers to support meaningful encounters and opportunities for young people
- Support delivery of career talks, mentoring and employer engagement activity
- Support coordination of work experience, placements and taster sessions, making sure they are accessible for young people facing barriers
- Contribute to the Industry Advisory Board activities and employer relationship management

Monitoring, Data and Reporting

- Maintain accurate records of engagement, attendance and outcomes
- Use Upshot and the ME Tool to track progress and contribute to reporting
- Support completion of funder reports and programme evaluations

Transport and Logistics

- Be willing and able to drive a 16-seater manual or 8-seater automatic minibus (training provided where needed)
- Support transport of young people to and from sessions and activities
- Coordinate travel arrangements where required

Safeguarding

- Ensure the safety and wellbeing of all young people engaged in the programme
- Follow safeguarding policies and procedures at all times
- Report concerns appropriately and maintain a safe delivery environment

General Responsibilities

- Work as part of the wider CYA team to support wider programme delivery and organisational objectives
- Follow all organisational policies, procedures and systems
- Promote equality, diversity and inclusion in all aspects of work
- Maintain accurate records to support programme reporting
- Take responsibility for safeguarding and promoting the welfare of children and young people
- Work flexibly, including occasional evenings, weekends and travel
- Undertake any other duties commensurate with the role

Person Specification

Experience working with young people, particularly those facing barriers to engagement and progression. Confident delivering group sessions in school settings. Experience of or willingness to learn about the civil engineering and construction sector. Strong communication and relationship-building skills. Ability to work independently and manage your own time across multiple sites. A driving licence and access to a vehicle is essential. Willingness to drive a minibus (training provided).

Requirements	
1. Education and Training	Essential - A background in working with young people, teaching or substantial experience supporting and mentoring young people Desirable - Willingness to drive a 16-seater manual minibus or undertake training
2. Experience	Essential - Experience supporting young people towards positive outcomes - Experience working in school or youth-based settings - Experience delivering engaging group activities - Experience presenting information in an engaging and accessible way - Experience of group work delivery - Safeguarding Level 2 or willingness to work towards Desirable - Experience supporting progression into employment or training - Experience working with employers or coordinating placements
3. Skills and Abilities	Essential - Ability to engage and motivate young people - Ability to identify barriers and support progression - Accurate record keeping - Competence in Microsoft Office, particularly Excel and PowerPoint - Ability to use monitoring and evaluation systems - Strong communication skills with schools, employers and partners

	Desirable • Experience using management information systems such as Upshot • Understanding of practical or immersive learning approaches (e.g. VR)
4. Knowledge	Essential • Awareness of barriers facing young people • Understanding of local education, training and employment opportunities • Knowledge of safeguarding responsibilities Desirable • Knowledge of civil engineering or land-based sectors • Awareness of immersive learning tools
5. Other Requirements	Essential • Full UK driving licence and access to a vehicle • Ability to travel across Cumbria • Ability to attend schools on time and deliver within the structure of the school day • Willingness to undertake minibus driving (training provided where required) • Flexibility to work occasional evenings and weekends

Why Join Cumbria Youth Alliance?

At Cumbria Youth Alliance, you'll join a passionate and supportive team committed to helping young people thrive. We believe in collaboration, innovation and investing in our people. This role offers the opportunity to make a genuine difference to the lives of young people while working as part of an organisation dedicated to creating positive change across Cumbria.

How to Apply

To request an application pack, please contact us by email or telephone on 01900 603131.

Alternatively, download an application pack from www.cya.org.uk and return your completed application to hr@cya.org.uk

Closing date for applications: Thursday 1st October 2026

Interviews: w/c Monday 5th October 2026