

youth futures

FOUNDATION



Senior Research & Analysis Officer Recruitment Pack

Date: January 2026

Welcome

Youth Futures Foundation was established in 2019 with the clear mandate to address the cycle of systemic employment disparities, discrimination and disadvantage that marginalised young people in England face. In our first five years we have built the evidence to better understand why these different employment outcomes exist, and their long-term impact on our young people. The stark reality remains, however, that a staggering 1 in 8 young people are not in education, employment or training (NEET), with those from marginalised backgrounds facing even greater barriers than their peers.

The challenge is big but so is the prize for getting it right, not only for young individuals but our society and economy at large. To get there our country needs clear ambition, which is why the heart of our new strategy sets the goal that England should aim to have the lowest NEET rate in the OECD by 2050; a statement of intent we hope others will join us in calling for.

As we look to the future, it is right we set direction for the unique and privileged role Youth Futures plays as the What Works Centre for youth employment. Not just in building the evidence base on the barriers and solutions to this persistent challenge; but in proactively influencing those who hold the levers of change in policy and practice to unlock a generation of talent.

Established as a small start-up with a big mission, Youth Futures' early years saw the organisation adapt swiftly and decisively. Less

than six months into operations, we – like so many others – were navigating a global pandemic that brought with it an unprecedented challenge for the labour market, young people and the front-line organisations supporting them. I am enormously proud of everything the team were able to learn and achieve during this period, and way they adapted to support those most in need at the time.

We promote strong coordination and partnership working across government, funders, delivery organisations and employers. Our flagship £16 million Connected Futures Fund aims to address the fragmentation of youth employment and skills delivery in the places that need it most, so that young people furthest from the job market receive consistent high-quality support to address complex needs.

We continue to strengthen our organisation and team as we grow and evolve and this role will play a crucial part in supporting the organisation in achieving its vision, mission and business goals. If you are passionate about creating a better future for young people, we look forward to hearing from you.



Barry Fletcher, CEO

About us

Who we are

Youth Futures Foundation is the national What Works Centre for youth employment, with a specific focus on marginalised young people.

What we do

We find and generate high-quality evidence to better understand England's youth unemployment and inactivity challenge, and most importantly to learn what solutions work to address this. We do this through bringing together the best evidence already in existence and build on this by conducting original research and testing and evaluating promising interventions to produce much needed new evidence where there are gaps.

We put evidence into action with policy makers, employers and funders who have the means to make direct impactful change for young people. We do this through translating the evidence practically for stakeholders to use and understand, and through partnerships and engagement to influence, inform and support them as decision makers to back evidence-based interventions that work.

Youth Inclusion

Throughout our work, we proudly involve the voices, perspectives and participation of young people experiencing marginalisation, through our Future Voices Group, our young Board members and beyond. We believe that the young people who are most affected by the system have invaluable perspective and experience, and therefore must be at the heart of efforts to change it.

We actively ensure that all young people engaged with Youth Futures Foundation meaningfully influence our work and advocate within the employment system while also developing their skills and personal outcomes. Our Future Voices Group programme harnesses these insights to craft impactful narratives that influence the knowledge, practice and behaviour of key actors and audiences within the system such as policymakers and employers. The group also participate in decision-making and projects throughout Youth Futures.

Vision, Mission and 'North star' goals

Vision and Mission



A vision that speaks to our core beliefs and aspirations for all young people.

An action-orientated mission as a What Works centre focussing on young people facing marginalisation.

'North Star' goals



Two 'north star' goals to set long term ambition for us and others. They speak to the impact needed for the future to be different for a marginalised young person born today when entering working life.]

Our values

We are bold

We want to disrupt the status quo and transform the youth-employment system

We are always learning

We are evidence-driven, we innovate and we aren't afraid to fail

We are inclusive

We embrace, celebrate and

champion diversity in all its forms – it's core to who we are

We are collaborative

We build partnerships and share power to increase the collective impact

We are determined

We are relentless in our pursuit of a better future for all young people



Equity, diversity and Inclusion statement

The young people we aim to serve - and the challenges they face - are all unique. We need to build a team that reflects this diversity, is highly skilled and committed. Our commitment to inclusion across all protected characteristics, experiences and socioeconomic background forms the cornerstone of our work.

We work hard to ensure we have a diverse and inclusive workforce. We use identity-blind software for all our permanent recruitment campaigns to reduce unconscious bias during recruitment. We have flexible working policies which are kept under review and many of the more flexible working practices we adopted during lockdown have been retained. The recruitment of our team around our three hubs of Birmingham, Leeds and London has enabled us to attract a greater diversity of talent than simply focusing recruitment in one city.

In building the Board, the Future Voices Group, and making external appointments to the Grants Committee, we have also ensured our governance and advisory structures contain a broad diversity of background and experience.

We are committed to encouraging an open, collaborative, safe and inclusive working environment. We have an EDI committee, formed of a group of employees, with a senior leadership team lead, who have a keen interest or experience of EDI and work together on issues or concerns related to equity, diversity and inclusion at work. The committee address and implement proactive strategies relating to EDI, support policy reviews and revisions, be the employees voice to Senior Leadership Team members and share feedback for continual improvement on our organisational wide values and commitment to EDI.

We are Disability Confident and have committed to ensuring that we attract, recruit, retain, support and develop disabled people in the workplace. We aim to continually improve and develop our talent attraction and inclusive recruitment practices to be reflective of our organisational behaviours and culture.

We are committed to the charter as an employer positive about mental health in the workplace and are a Mindful Employer.

We are a Living Wage Employer, as we believe a hard day's work deserves a fair day's pay. Our base rate of hourly pay is in line with the London Living Wage.

We are committed to showing salary information on all of the roles that we advertise both internally and externally, along with sharing our pay scale information internally.





2023 in numbers

£15m

additional Dormant Assets funding awarded for our Building Futures programme

20

new Future Voices Group ambassadors welcomed in the second cohort

811

employers representing SMEs*, public sector and large corporates engaged through our partnerships with DFN Project Search, Workwhile, Re:Generate and Youth Employment UK

£5.2m

cumulative total committed to the largest ever range of youth employment evaluations in England through our What Works programme

8,640

visits to our Youth Employment Toolkit

3,250

ethnically minoritised young people surveyed on their experiences of learning and employment

2,149

views of our Data Dashboard

25,301

cumulative total of young people engaged

£29m

in cumulative grant funding awarded to 173 grantees

27

research and evaluation papers published

02

grant schemes designed and launched, taking our evidence and putting it into action

07

youth employment interventions featured in our Youth Employment Toolkit, bringing the best evidence to decision makers

01

employer engagement strategy developed in consultation with Employer Advisory Board members, the Youth Futures Foundation Board and the Future Voices Group

Unless otherwise stated, this report and these figures cover the period from January to December 2023. *SMEs are small-to-medium-sized enterprises



Role description

We are looking for a dynamic Senior Research and Analysis Officer to manage and deliver information, data, and analysis to help Youth Futures build evidence for impact.

This is an opportunity for a researcher with excellent data analysis, trial design and data skills to work widely across a busy and ambitious Impact & Evidence directorate, helping us understand and address youth unemployment in England. You will work with the Head of Evaluation and Principal Economist to support the design, delivery and management of data systems; scope, commission and manage high-quality evaluations; and conduct data analysis and quantitative social and economic research. You will also use your analytical expertise to extract insights from data, identify trends, and liaise with policy and communication teams to prepare outputs for external use. The role also offers opportunities to work on data visualisations for effective communication of data and research insights.

You will support the work of YFF's evaluation team in generating new evidence for employment support programmes and Employer Practice through impact evaluations, including Randomised Controlled Trials. The role will also support the creation of YFF's data archive, and our project to establish access to the Longitudinal Education Outcomes (LEO) database for use in our evaluations.

This role provides an exciting opportunity to work with two teams in the Impact and Evidence Directorate, gaining experience and contributing meaningfully across a range of research and evaluation activities. A part of the role will also be working with other teams, such as policy and communications, to translate complex analysis and evaluation findings into accessible, user-centred outputs and briefings for internal and external use.

Key Responsibilities

Support the Youth Futures approach to evaluation, analysis, and impact, including:

Evaluation

- ❖ Assess the evaluability of existing programmes, scoping potential evaluation designs, and contribute to Call for Proposals to identify suitable evaluators for these.
- ❖ Critically review research and evaluation proposals to ensure designs are high quality and cost effective
- ❖ Monitor evaluation projects and work with independent evaluators to deliver high-quality outputs, with the support of the Principal Economist (Evidence and Evaluation) and Head of Evaluation
- ❖ Support the Head of Evaluation to establish a YFF data archive, and access to the LEO database
- ❖ Provide additional support for other research activities, including evidence synthesis, the development and presentation of evidence resources, and evidence reviews
- ❖ Support the delivery of in-house projects related to improving the data infrastructure within the organisation, including the Youth Futures Data Dashboard

Analysis and research

- ❖ Deliver high-quality quantitative social research and data analysis projects using a wide range of methods, including primary and secondary data analysis, and evidence reviews on key youth employment issues
- ❖ Analyse and interpret relevant datasets to deepen understanding of the youth labour market and related areas (e.g. ethnic disparities, disability, social mobility, education and training)
- ❖ Maintain and improve efficient, reproducible processes for routine and ad hoc analyses
- ❖ Streamline analytical workflows to enhance quality, consistency, and timeliness of outputs
- ❖ Provide up-to-date insights on youth labour market trends at headline and cohort level (e.g. regions, demographics)
- ❖ Sharing updates and findings of analysis projects internally and externally, through internal communications channels and external events such as 'lunch and learns' and webinars
- ❖ Support colleagues to interpret data and develop clear, actionable messages for policy, employer, and practitioner audiences
- ❖ Prepare and contribute to a range of research and insight outputs — such as reports, briefings, infographics, toolkits, workshops and blogs — highlighting emerging trends, new research and strategic opportunities

- ❖ Keep up-to-date with policy, research, and practice developments related to young people, skills, and employment

General

- ❖ Provides high-quality operational support by maintaining efficient processes, managing resources effectively, and ensuring compliance with organisational policies.
- ❖ Plan, organise, and coordinate complex tasks and projects, fostering seamless collaboration across directorates, managing competing priorities, and ensuring efficient execution aligned with organisational goals
- ❖ Builds, maintains, and strengthens professional relationships across all levels, fostering trust, stakeholder engagement, and high-quality cross-functional collaboration. Connects teams and expertise across functions to enhance alignment, improve outcomes, and contribute to sustained organisational effectiveness.
- ❖ Support the planning, coordination, and execution of projects and tasks, ensuring effective resource use, timely delivery, and alignment with strategic objectives
- ❖ Manage and prioritise multiple tasks simultaneously, ensuring attention to detail, timely completion, and consistent alignment with team and organisational goals

Person Specification

	Essential	Desirable
Knowledge, experience and abilities		
Experience in producing data analysis, statistical and analytical insights, and data visualisations	X	
Experience of collaborating with technical and non-technical teams	X	
Experience of desk-based research and scoping reviews	X	
Ability to support a wide range of analysis and research projects from design to impact	X	
Experience in quality assurance of data and data analysis	X	
Experience in effectively communicating analysis findings, identifying key insights, and producing and user-friendly content for different audiences	X	
Experience in analysis or research and with different datasets in labour market, education and/or skills	X	
Relevant qualification in an economic, social science or related discipline, or relevant professional experience, with a strong quantitative focus	X	
A good level of knowledge of and a strong interest in impact evaluation methods	X	
Demonstrates strong organisational oversight by managing timelines, resources, and priorities to ensure projects are delivered efficiently and to a high standard	X	
Ability to resolve routine issues effectively and seeks help when needed	X	
An understanding of the key features and capabilities of government administrative datasets that relate to youth employment		X
Experience creating reproducible analytical pipelines in statistical software packages		X
Knowledge of use of data (including linked / administrative data) in impact evaluations in fields of education and/or employment		X
Experience of data sources relevant to youth employment issues e.g. Labour Force Survey, Understanding Society.		X
A track record of establishing priorities and managing a complex workload to meet tight deadlines		X
Experience related to youth employment and the barriers faced by marginalised young people		X
Understanding of economic or econometric analysis		X
Eligible to access the Secure Research Service or to apply for access		X

	Essential	Desirable
Skills & competencies		
Project management skills, including managing multiple stakeholders and multiple projects, and aiding with project administration (including experience of appropriate IT packages such as Asana to aid effective delivery)	X	
Excellent communication and facilitation skills, including the ability to communicate effectively with a wide range of children and young people, using different approaches	X	
Good interpersonal skills including proven ability to develop professional working relationships with individuals at all levels	X	
A collaborative team member who understands when to take the initiative, be proactive and work independently	X	
Strong relationship management skills	X	
Completes assigned tasks accurately and on time, contributing to efficient service delivery	X	
Effectively integrates processes and priorities to drive cohesive action, proactively resolving conflicts and ensuring alignment with strategic timelines.	X	
Effectively balances competing priorities, maintaining accuracy and focus while delivering multiple tasks within tight deadlines	X	
An analytical and critical thinker; ability to generate actionable insights	X	
Excellent data visualisation skills, and the proven ability to communicate difficult content to mixed audiences	X	
Strong coding skills for data analysis (e.g. R, Stata, Python, SPSS)	X	
Able to embrace change and new ways of working	X	
Good organisational and time management skills, ability to manage own workload, prioritise tasks and competing demands and deliver in a high-quality work in a fast-paced environment	X	
Outstanding IT skills, including use of MS Office applications (Word, Excel, PowerPoint, Power BI etc), shared online folders, calendars and contacts	X	

Mindset

- ❖ a genuine personal commitment to Youth Futures mission, vision and values applying these to everyday working
- ❖ to thrive when operating in a growing and evolving organisation
- ❖ a proactive and flexible approach
- ❖ a positive and can-do attitude, willing to roll sleeves up to get into details where necessary
- ❖ a commitment to equity, diversity and inclusion, demonstrating inclusiveness, collaboration and respect
- ❖ a commitment to our employee code of conduct and behaviours
- ❖ to contribute to and help build a strong, positive team culture
- ❖ follow internal policies, processes and practices

Things to Know

As part of Youth Futures Foundation's safeguarding policy, all employees are subject to a basic Disclosure and Barring Service (DBS) check, some positions may require an enhanced level disclosure.

The young people we aim to serve – and the challenges they face - are all unique. We are looking to build a team that reflects this diversity. Our commitment to inclusion across race, gender, age, class, religion, identity, and experience forms the cornerstone of our work. We are an equal opportunities employer, Mindful Employer, Disability Confident and welcome applications from all sections of the community.

We are particularly keen to encourage people with lived experience of the challenges facing young people in the labour market, and committed to supporting you in your application. Please contact us if you require any additional support. Internally, we encourage an open, collaborative and inclusive working environment.

Summary of benefits and general T&C's

Probationary Period - all offers of employment are subject to a six month probationary period. Regular reviews will be undertaken during this period.

Holiday Year – 1st January to 31st December.

Holiday entitlement – holiday is issued in hours 210 per year equivalent to 28 days holiday, plus 8 statutory bank holidays. Entitlement is pro-rata for part-time employees. Holiday can be requested via the HRIS BreatheHR system. We are also flexible for employees to work on occasional public holidays (except Christmas, Boxing or New Year's Day) in lieu of taking a day off to celebrate an alternative significant religious day. Please discuss this further with line manager or Head of People.

Hours of work – are as specified within individual contracts of employment. Our standard working hours are 37.5 per week, standard working hours are 9:00am – 5:30pm including one hour lunch.

Lunch break – lunch breaks are a minimum of 30-minutes. Refreshment facilities are provided in each of our hub locations.

Flexible working – we offer a range of different working patterns such as variable start / finish times, part-time or compressed hours. Please speak with your line manager or Head of People to discuss any variation to working pattern or hours. Requests for flexible working can be made informally or formally.

Location – each employee will be given a hub location as their place of work, London, Birmingham or Leeds. There is a requirement to visit or work from other hub locations as necessary, including to attend the periodic face to face, all staff away days (which involve an overnight stay).

Hybrid working – we currently offer an arrangement that allows you to work three days per week from home. However, if your home working situation or general working preference means that you prefer to work in an office, there is no upper limit to the number of days working in the office. We provide all relevant home office equipment to ensure you are properly equipped to work effectively from home. A catalogue of equipment is offered for you to select the required equipment.

Volunteering days – we offer three paid volunteering days per year, pro-rata for part time employees, unless otherwise agreed at our discretion each year (January to December) to allow employees to undertake voluntary/charitable work. This time can be split into half days. Volunteering time is recorded on the HRIS BreatheHR system.

Personal/professional training allowance – a personal training allowance of £750 is allocated to each employee per year to use in a variety of methods such as conferences, events, books, journals, professional subscriptions/memberships, contribution to qualifications, coaching, to support with CPD, and £250 per head for functional teams to pool and engage in collective training.

Salaries – salaries are paid via BACS direct into bank accounts on the 25th of each month, where the 25th falls on a weekend, payment will be made the Friday before. Payslips are issued electronically via Xero.

Pay structure – we have a nine point incremental pay structure, which enables an employee to move annually up the scale each service anniversary.

Enhanced Maternity, Adoption and Shared Parental Leave Pay - weeks 1 to 26 on full pay, weeks 27 to 39 on Standard Maternity Pay (SMP), weeks 40 to 52 unpaid (eligible at 6 months service).

Enhanced Paternity/Partner leave - three weeks at full pay.

Absence reporting – employees are expected to contact their line manager and/or Head of People to notify of any absence at your earliest possible opportunity and by no later than 10:00am. Absence is recorded on the HRIS BreatheHR system.

Sickness absence payments – for the first 6 months of service you will receive a maximum of four weeks full pay, after 6 months you may receive up to 12 weeks full pay. After this period the below income protection policy will then apply.

Emergency leave – up to 5 days of paid leave each year is available to enable an employee to deal with an emergency. These are not to be taken as consecutive days of absence, but to give the time to deal with a personal emergency and make any relevant alternative arrangements.

Medical/Dental appointments – reasonable paid time off is granted where such appointments are not able to be made outside of working hours.

Income protection – provides replacement income if an employee is absent from work through long-term illness or injury. After 13 weeks of absence, the income protection plan provides 75% of basic salary for a two-year period. Provided by AIG.

WeCare – through Canada Life you have access to similar health and wellbeing support through their WeCare programme which offers 24/7 online GP, mental health support and virtual wellbeing. <https://www.canadalife.co.uk/workplace-protection/support-services/wecare/>

Employee Assistance Programme – A 24-hour helpline with access to a range of legal, consultancy, 24/7 crisis assistance support and signposting. Provided by Assured Health.

Health Cash Benefit – a cash plan insurance policy that helps cover the cost of everyday health care, such as dental, optical and therapies. The plan reimburses some or all of the cost of routine and/or unforeseen healthcare costs and appointments. Full details of entitlements and support available will be issued to you direct from the provider Medicash. Totalling £995/year.

Group Life Assurance – a policy which enables employees to provide a tax-free lump sum benefit payment, and/or a longer-term income to their family and dependants in the event of death whilst in Service. Cover provided by Canada Life. Payment is based on 4 x basic salary.

Season Ticket Loan – An interest free loan for a 6 month or 12-month season ticket with monthly deductions from salary.

Travel card loan – the company can provide financial support to purchase travel cards. This is then deducted on a monthly basis from salary for an agreed time period.

Pension – There is an auto-enrolment pension scheme provided by People's Pension. If you meet the auto-enrolment criteria, you will automatically become a member of the scheme. Youth Futures Foundation pay an employer contribution of 6%, with an employee contribution of 5% of salary. An opt in to an additional 2% matched contribution can be made with a contribution totalling 15%. Membership details will be issued to you upon commencement. You can choose to opt out the scheme should you wish.

Cycle to Work Scheme – Provided through the Bike2Work Scheme.

<https://www.bike2workscheme.co.uk/> Allows you to buy commuter bikes and cycling accessories through us, so you spread the cost and making savings through a tax break. For more information on the scheme and to obtain our company pin to register please speak to our Head of People.

Expenses - Reasonable expenses incurred in line with the Travel & Expense Policy will be reimbursed against receipts. Expenses can be claimed back via the Zoho app.

Dress Code – dress for the day. We expect that you will dress appropriately for the work in which you are carrying out.

How to apply

To apply for the role please visit [BeApplied](#)

Applied is our online recruitment platform.

Applied offers a more effective approach to hiring – removing any bias. Applications are anonymised for the shortlisting process and candidates are assessed on their answers to set questions that are skill-based relevant to the role.

Applied enables you to complete your application in stages before final submission.

Our application process requires you to answer a set number of questions approx. 5 per application. With a limit of 250 words per question. You will then be asked to submit your CV to accompany your application. One of the questions will ask you to summarise your suitability for the role.

Please note: before you start your application you will be asked to confirm that you are answering the questions yourself and that answers are not plagiarised or automatically generated by AI software, before you start your application.

We expect thoughtful and personalised responses to our application questions, rather than generic AI-generated answers. Applications found to contain AI-generated content without meaningful personalisation will be flagged, and scores could be impacted.

You must ensure that you genuinely record the abilities, skills and experience that are verifiable. Remember, as the applicant, you are responsible for the entire content of your application, regardless of how it is generated.

Your personal information, supplied for the purposes of recruitment will be held and processed by Youth Futures Foundation for this purpose only. For further details please view our privacy policy [Privacy Policy - Youth Futures Foundation.](#)

Recruitment timetable

Deadline for applications: Sunday 15th February, 23:59

Interviews: w/c 9th March

Please note: Due to receiving high volumes of interest in our opportunities, this vacancy may close earlier than the advertised deadline. To ensure your application is considered, please submit it as soon as possible.

If you require this document in an alternative format, or have any questions relating to this vacancy please contact our people team on opportunities@youthfuturesfoundation.org

