

Senior Project Officer

Employer Engagement & Partnerships

Recruitment Pack

Date: June 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

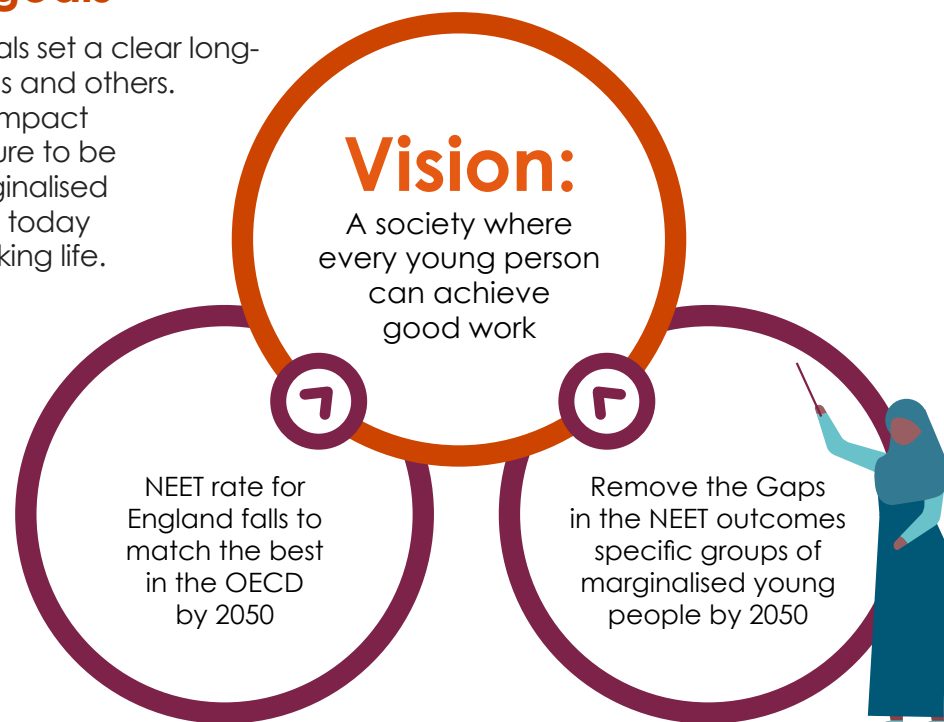
A vision that speaks to our core beliefs and aspirations for all young people.

An action-orientated mission as a What Works centre focusing on young people facing marginalisation and seeking transformational change in the system.



'North star' goals

Two 'north star' goals set a clear 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

Ambition

Collaboration

Inclusion

Learning

Trust



Ambition: We work with rigour and hold ourselves to high standards to match the scale of our mission.

We live this when...

- We strive for excellence, as a team and as individuals.
- We actively seek out opportunities that drive our mission forward.
- We recognise progress and celebrate success.
- We take personal accountability for delivering to high standards, with the ambitious systemic aims of [our strategy](#) as our collective backdrop.

We don't live this when...

- We wait for others to act, instead of taking initiative in the face of challenges or opportunities.
- We lack clarity, with no definition of success, failure, or progress.
- We repeat the same processes without seeking improvement or innovation.
- We sit back when things are hard, instead of seeking support and addressing challenges.

Collaboration: We work purposefully together – building meaningful relationships and combining strengths, to achieve outcomes none of us could deliver alone.

We live this when...

- We build multi-disciplinary, cross-departmental teams for programmes and projects, valuing different perspectives and specialisms.
- We work from a shared goal, we clearly establish roles and responsibilities, and we share ownership of outcomes.
- We proactively share information in accessible ways to invite broader input.
- We use agreed tools and processes including [The Pulse](#) and Asana to look across the organisation and feed in information as projects progress.

We don't live this when...

- We work in silos and don't consider the bigger picture or feed into cross-organisational understanding using agreed tools.
- We allow insufficient time or space for others to meaningfully engage in our work.
- We assume participation from others without clearly establishing understanding, expectations, and goals.
- We start new projects without consideration of cross-organisational priorities and activity.

Inclusion: We challenge inequity and celebrate difference to build a culture of respect and belonging, where everyone is heard and able to thrive.

We live this when...

- We embed our EDI Framework every day, so inclusion is core to how we work, not just what we say.
- We centre and amplify diverse voices in our work and decision-making.
- We acknowledge systemic inequity and take responsibility to address it.
- We model inclusive behaviours at every level.
- We create space where everyone feels safe, respected, and heard.

We don't live this when...

- We don't translate our EDI commitments into consistent, meaningful action.
- We show favouritism, behave inconsistently across teams or individuals, or prioritise the voices some groups or individuals over others.
- We avoid difficult conversations about bias, discrimination, or exclusion.
- We shut down or discourage questions, challenges, or constructive feedback.

Learning: We seek feedback, welcome challenge, and use evidence to deepen our understanding, improve practice, and increase our impact.

We live this when...

- We ask questions, we're curious about things we don't understand, and we're receptive to suggestions (especially if something isn't working).
- We create space for continuous improvement – reflecting and sharing what we've learnt.
- We support and empower one another to develop and grow, independently and together.
- We use our [Personal Development tools and processes](#) to seek meaningful feedback, reflect on areas for improvement, and celebrate progress.

We don't live this when...

- We are resolutely committed to the way things have always been done.
- We disregard feedback or evidence that something's not working or not right.
- We move forward without creating space for reflection, questions, or new ideas.
- We overlook that there are always ways for us to grow and develop.

Trust: We act with integrity and are transparent in our aims and decisions to create an open culture where we can progress together.

We live this when...

- We are transparent about how and why decisions are made, using [our internal communications channels](#) like The Hub and The Bulletin to communicate across the organisation.
- We follow through on our commitments where possible, and communicate proactively when things change.
- We create a safe culture where people can ask questions and challenge constructively.
- We work from a place of respect for others' perspectives and positive intentions.

We don't live this when...

- We make decisions or change plans without considering the impact on others, or without explaining the rationale.
- We communicate in ways that are not clear, consistent, considerate, or we circumvent our agreed communications channels.
- We create an environment where people feel unable to raise concerns or ask for clarity.

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.



SENIOR PROJECT OFFICER EMPLOYER ENGAGEMENT & PARTNERSHIPS DIRECTORATE

Term: Permanent - Full Time –37.5 hours per week

We offer flexible working and consider alternative patterns of work.

Salary: £30,679 to £34,721 increases through service anniversary salary spine points

Reporting to: Senior Manager Employer Engagement & Partnerships

Direct reports: N/A

Location: This role can be based at any of our hubs located in London, Birmingham, or Leeds. We currently operate a hybrid model of two-days per week in the office and three-days from home. You must also be prepared to travel to the other hubs and other locations as required for the purpose of this role, which may occasionally require overnight stays.

JOB DESCRIPTION

This role supports the Employer Engagement & Partnerships team to achieve ambition as part of their strategy to influence employer behaviour and practice to support more young people into employment. This role is critical in supporting the team to manage internal and external facing projects and events, developing and maintaining operational processes to ensure we achieve our organisational targets. You may come with experience of or a passion for tackling youth unemployment.

Our Employer Strategy is built around how we:

1. Use our existing evidence to change employer practice through partnership working to reach employers at scale.
2. Build the evidence base of employer practice through evaluation and research to demonstrate “what works” and scaling this impact through our What Works in Recruitment and Retention programme.

We are looking for a strong organiser, someone who can collaborate with members of the team and wider colleagues to ensure projects are delivered on time and to a high standard. Project management and co-ordination is key, helping to develop our internal processes to plan and manage our work and bring more transparency across the organisation.

This role will be critical in helping to develop and manage the operational process for the What Works in Recruitment and Retention (WWRR) programme. This will require strong internal collaboration and communication, using our internal CRM and project management tools, Salesforce and Asana, to effectively manage tasks and record progress and impact, ensuring all information is up to date and accurate. The role will also include engagement with employers and senior representatives from our employer networks, with a specific focus on supporting the recruitment of small and medium-sized enterprises (SMEs) onto the WWRR programme, as well as ensuring that we deliver high quality end-to-end relationship management. This role will have some responsibility for partnership contracting, grant monitoring, and coordinating legal queries and responses, so attention to detail and accuracy is key and working collaboratively with colleagues in key directorates.



You will also support the wider team with a variety of projects with key external partners, this might involve meeting set up and note taking, compiling presentations, designing and delivering resources or helping to support events. You will be a diligent planner, organised and be able to prioritise your workload, keeping everyone up to date and on track.

You will be the team's main point of contact for internal communications, making sure we keep the rest of the organisation up to speed with our work, key tasks and opportunities. You need to be a collaborative worker, applying cross-team working and building strong relationships across the organisation.

As a small team we often get asked to support ad hoc cross-organisational work and this role will be keen to enable that to happen and will work closely with the Head of and Director of Employer Engagement & Partnerships to execute key activities, so the ability to adapt and be flexible is required.

This role is suited to someone who likes working as part of a fun team, with a diverse range of projects at an exciting time in the trajectory of Youth Futures Foundation. The perfect candidate will be someone who is agile and proactive in rallying around to support when deadlines need to be met.

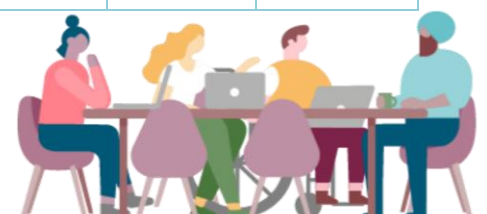
If this sounds like you, we would love to hear from you!

Key responsibilities

- ❖ Overseeing comprehensive project plans and effectively managing, using Asana, breaking down projects into manageable tasks, assigning them to team members and setting deadlines. Monitor progress and report as appropriate.
- ❖ Managing our CRM, Salesforce, maintaining and updating client information, ensuring accuracy and accessibility for all team members.
- ❖ Developing and leading on internal processes and ways of working to enhance performance
- ❖ Encouraging collaboration among directorates and teams to ensure alignment
- ❖ Effectively engaging with employers and senior representatives from our employer networks
- ❖ Fostering and maintaining internal relationships and channels of communication across teams
- ❖ Ensuring successful and well-coordinated events that meet objectives and provides a positive experience for attendees
- ❖ Developing content, agendas, briefings for external meetings and take meetings notes as required
- ❖ Compiling presentations and design resources
- ❖ Support with partnership contracting and coordinating legal queries and responses
- ❖ Supporting team with external partner relationship management, having clear and consistent communication between the team and external partners to build and maintain strong relationships
- ❖ Act as main point of contact for internal communications, making sure we keep the rest of the organisation up to speed with our work, key tasks and opportunities
- ❖ Support ad hoc cross-organisational work as required

PERSON SPECIFICATION

	Essential	Desirable
Knowledge, experience and abilities		
Understanding of employability issues for young people		X
Experience of working with employers to influence practice		X
Experience of working across team on joint projects	X	
Experience of using CRM and project management systems	X	



Experience of communicating with external audiences		X
Ability to work across the team on multiple projects	X	
Ability to prioritise tasks, manage expectations and effectively meet deadlines	X	
Ability to manage multiple tasks simultaneously without compromising quality	X	
Ability to engage and collaborate with a range of stakeholders	X	
Experience of delivering events		X
Skills & competencies		
Project co-ordination and management	X	
Accuracy and attention to detail	X	
Strong communication skills, written and verbal	X	
Agile ways of working	X	
Effective & professional relationship management	X	
Proactive and good time management	X	
Developing internal processes	X	
Ability to work independently and as a team	X	
Flexibility to adapt to changing priorities and demands	X	
Strong organisational skills	X	

MINDSET

- ❖ a genuine personal commitment to Youth Futures' mission, vision, and values
- ❖ a willingness to collaborate internally and externally to achieve our mission and apply commitment to Youth Futures Foundation values 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
- ❖ demonstrate inclusiveness, collaboration, and respect
- ❖ a commitment to equity, diversity, and inclusion
- ❖ to contribute to and help build a strong 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.

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, welcoming 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 Terms & Conditions

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 of 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: Mon 29 June, 10am

Interviews: Thurs 9 July

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

