



Senior Media & Communications Manager
Policy & External Affairs

Recruitment Pack

Date: July 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

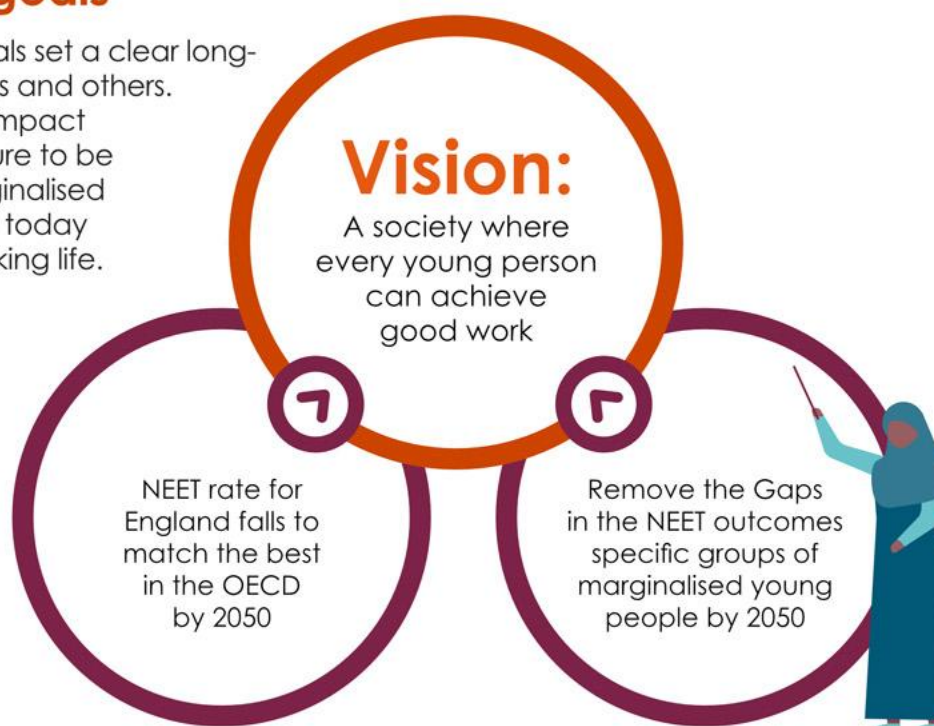
A vision that speaks to our core beliefs and aspirations for all young people.

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 MEDIA AND COMMUNICATIONS MANAGER

POLICY & EXTERNAL AFFAIRS DIRECTORATE

Term: Permanent - Full Time – 37.5 hours per week,

We offer flexible working and consider alternative patterns of work.

Salary: £47,226 to £53,364 depending on skills & experience

Reporting to: Head of Strategic and Corporate Communications

Direct reports: Shared line management of the Senior Public Affairs and Communications Officer

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.

Who we are

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Job Description

Youth Futures Foundation is looking for a creative, organised and experienced media and communications professional to join our External Affairs team within the Policy and External Affairs Directorate.

Reporting to the Head of Strategic and Corporate Communications, the role will manage our press office and lead our media engagement activity to support our strategic impact and communications objectives, aligned to our business plan and wider corporate strategy.

The postholder will use their skills and experience to help engage a range of media outlets on our expertise, insights and evidence on youth employment, placing our spokespeople appropriately for a variety of opportunities. The role will also work closely with wider External Affairs colleagues and teams across the organisation to build our corporate impact narrative. This includes building a thorough understanding of our wide variety of programmes such as [Building Futures](#), [Connected Futures](#), [What Works in Recruitment & Retention](#) and more, to develop compelling storytelling aligned to real-time insight and linked to the public interest and policy agenda that raises the profile of our work.

Experience of leading and managing a busy press office is an essential pre-requisite for the postholder. At a time when youth employment is a high priority for Government and the news agenda, the post holder must also be able to demonstrate policy and political literacy and high comfort levels when working with policy, research and public affairs colleagues. Experience of briefing and working with senior leaders is key, as is a strong antennae for identifying risk and opportunity.

This role is perfect for a proactive and agile professional with strong writing skills, who is excellent at building relationships internally and externally and able to engage external stakeholders and partners. The ability to translate complex evidence into professional, accurate but engaging media and audience friendly content is key.

At a time when the youth employment agenda is so prominent, this role presents an exciting opportunity to be part of Youth Futures' mission to help every young person achieve good work.

Key Responsibilities

The role encompasses three broad areas:

1. Management of Youth Futures' press office and media relationships

- ❖ Act as a core owner of high-profile journalist relationships, building strong relationships with national, regional, and trade media to increase awareness of Youth Futures' evidence, insights and expertise on youth employment.
- ❖ Prepare senior leaders and spokespeople for external media opportunities including providing clear written briefs and messaging.
- ❖ Oversee robust processes that monitor and manage media activity including working with Head of Strategic and Corporate Communications to identify reputational risk and issues.
- ❖ Develop and maintain a forward-looking media engagement plan, identifying opportunities to proactively secure coverage aligned to organisational priorities.
- ❖ Lead the development of reactive media responses, ensuring timely, accurate and consistent messaging across all external communications.
- ❖ Supported by the Head of Strategic and Corporate Communications, manage high-profile, sensitive or contentious media enquiries and issues.
- ❖ Ensure media activity is effectively monitored, evaluated, providing regular insight and recommendations to inform future communications activity.

2. Media engagement strategy, planning and content production

- ❖ Work with the Head of Strategic and Corporate Communications to deliver a press engagement strategy that helps position Youth Futures as a 'go-to' source for media and other external-facing activity
- ❖ Work closely with our programme teams, identifying impactful case studies on the work we are doing with young people, sector organisations, employers and more - developing them into compelling content for media, corporate publications (such as our Annual Review) and for drumbeat activity on our corporate channels.
- ❖ Collaborate with research colleagues and programme teams to deliver communications plans that amplify the impact of our activity and support our organizational goals.
- ❖ Lead the planning and delivery of integrated media campaigns that support key organizational announcements, research publications and programme milestones.
- ❖ Identify emerging policy, media and stakeholder opportunities to strengthen Youth Futures' profile and influence within the youth employment sector.
- ❖ Work closely with digital communications colleagues to maximize the reach and impact of earned media through owned channels.
- ❖ Be accountable to ensure content on our social channels (i.e., LinkedIn and X) is timely, appropriate and supports our corporate narrative and audience needs – supported by the Senior Public Affairs and Communications Officer and the Strategic Communications Manager.
- ❖ Develop and maintain compelling media assets, including press releases, opinion pieces, briefing materials and Q&A documents, to support strategic communications objectives.
- ❖ Use media monitoring and audience insight to evaluate performance and continuously improve press and engagement activity.

3. Management of Senior Public Affairs and Communications Officer

- ❖ Co - line manage the Senior Public Affairs and Communications Officer (responsibility shared with the Public Affairs Manager), ensuring all their objectives and personal development plans support overall team, departmental and organizational objectives
- ❖ Provide coaching, guidance and constructive feedback to support the professional development and performance of the Senior Public Affairs and Communications Officer.
- ❖ Support the Senior Public Affairs and Communications Officer in building strong internal and external stakeholder relationships that advance team objectives.

4. General Management

- ❖ Act as a proactive support within the wider External Affairs team, supporting with queries.
- ❖ Provide advice and support to the Head of Strategic & Corporate Communications on team needs and resourcing to ensure effective operations and quality of outputs.
- ❖ Delegate and oversee work effectively, ensuring priorities are managed appropriately and deliverables are completed to a high standard.
- ❖ Foster a collaborative and inclusive team culture, encouraging knowledge sharing and continuous improvement across the Corporate Communications function.
- ❖ Support the Senior Public Affairs and Communications Officer in building strong internal and external stakeholder relationships that advance team objectives.
- ❖ Ensure effective workflow planning across communications activity, balancing resources and priorities to meet organizational needs and deadlines.

Person Specification

	Essential	Desirable
Knowledge, experience and abilities		
Significant experience managing a busy press office function within a public, third-sector or policy-focused organisation.	X	
Proven track record of developing and maintaining strong relationships with national, regional, trade and specialist media.	x	
Experience developing and delivering proactive media and engagement strategies aligned to organisational objectives and reputation.	X	
Experience leading integrated media campaigns and supporting major organisational announcements, publications or launches.	X	
Experience working effectively with senior leaders, subject matter experts and external stakeholders to develop media opportunities and communications activity.	X	
Experience using media monitoring, evaluation and audience insight to assess effectiveness and inform future activity.	X	
Experience line managing, coaching and developing communications professionals to deliver high-quality outcomes.	X	
Able to work well with young people acting as Youth Futures Ambassadors and able to work in collaboration with organisations who share values and mission to improve outcomes for young people	X	
Experience prioritising competing demands, managing workflows and delivering communications activity to tight deadlines.	X	
Able to establish priorities and manage a complex workload to meet tight deadlines		
Ability to identify opportunities, anticipate risks and develop communication approaches that support organisational goals.	X	
Ability to interpret data, media performance metrics and audience insight to inform decision-making and continuous improvement.	X	
Confidence and the ability to make solid, reasonable decisions	X	
Strong ability to work flexibly - managing changing and competing priorities and absorbing new information rapidly to address complex issues.	X	
Able to challenge and influence others, including more senior colleagues and stakeholders, to ensure that the right outcomes are achieved.	X	
Strong ability to build effective working relationships with internal and external stakeholders at all levels, to work collaboratively to achieve objectives.	X	
Skills & competencies		
Exceptional media relations skills with the ability to secure high-quality coverage and build trusted journalist relationships.	X	
Excellent writing, editing and proofreading skills, including press releases, briefings, opinion pieces, statements and Q&A materials.	X	
Excellent written and verbal communication skills, engaging at different levels and able to articulate complex concepts clearly and concisely	X	
To role model positive leadership attributes that demonstrate alignment with Youth Futures values and behaviours and embed equal opportunities and diversity values and objectives	X	
Strong interpersonal and influencing skills, with the ability to advise, challenge and support senior stakeholders confidently.	X	
Strong IT skills, including use of MS Office applications (Word, Excel, PowerPoint etc), shared online folders and planning tools (Asana, Trello), calendars and contacts and Wordpress and MailChimp	X	

A collaborative team member but also a person who understands when to take the initiative, be proactive and work independently	X	
Having a clear passion to improve employment outcomes for marginalised young people	X	
Developing and delivering creative yet practical solutions to highly complex problems	X	

Mindset

- ❖ Strong emotional intelligence with the ability to build trust quickly
- ❖ Able to manage up, down and across with sensitivity and maturity
- ❖ Highly collaborative, working effectively with peers and partners
- ❖ Calm, pragmatic and solutions-focused under pressure
- ❖ Excellent communicator, able to distil complexity with clarity.
- ❖ Genuine commitment to Youth Futures Foundation's mission and values
- ❖ Positive, proactive and flexible, comfortable in a fast-moving organisation
- ❖ Demonstrates inclusiveness, respect and a commitment to equity, diversity and inclusion
- ❖ Willing to roll sleeves up and contribute to a strong, supportive team culture
- ❖ Consistently follows internal policies and processes, modelling good practice

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 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 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:

Monday 10 August 2026, 23:59

Interviews:

w/c 24 August 2026

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

