

Senior Evidence & Evaluation Manager

Directorate: Impact & Evidence

Recruitment Pack

Date: October 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.

Barry Fletcher, CEO

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.



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.

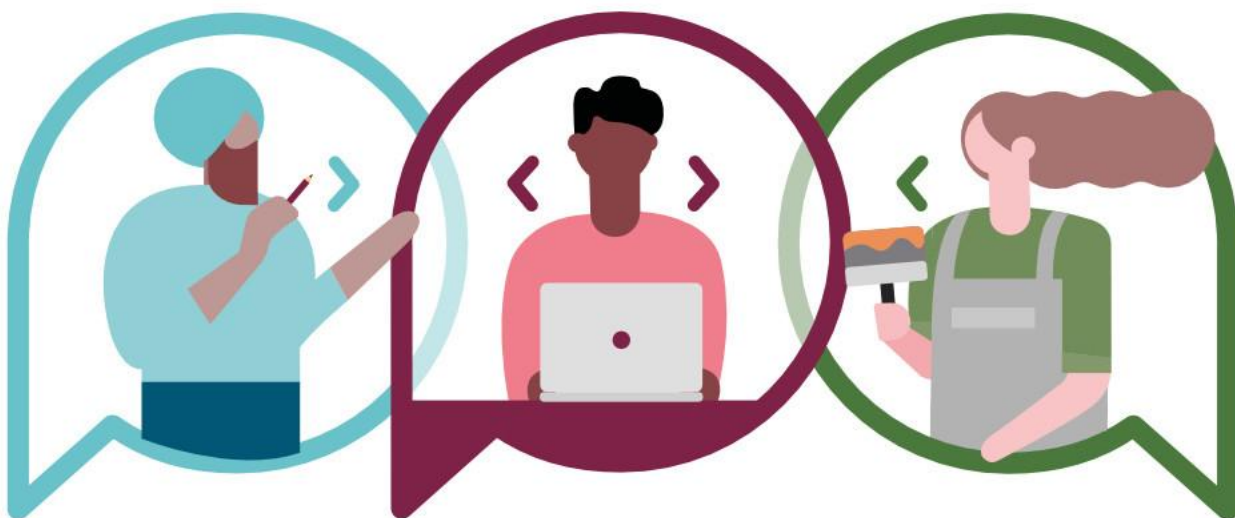
Equity, Diversity and Inclusion statement

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.



Our Charter Marks

External recognition of our commitments as an inclusive and responsible employer



Great Place to Work

- Independent recognition informed by colleague feedback about trust and workplace culture.



Show the Salary

- A pledge to publish salary information openly in job adverts and support fairer recruitment.



Disability Confident

- Shows a positive, inclusive approach to recruiting, retaining and developing disabled people.



Living Wage Employer

- Accreditation confirming a commitment to pay the real Living Wage, based on everyday living costs.



Mindful Employer

- A commitment to creating a supportive workplace for colleagues experiencing mental ill health.



Best Workplaces

- Recognition in the Charity & Not-for-Profit category, highlighting the workplace experience.

Role Description

SENIOR EVIDENCE AND EVALUATION MANAGER IMPACT & EVIDENCE DIRECTORATE

Term: Fixed term, 12 months - Full Time– 37.5 hours per week
We offer flexible working and consider alternative patterns of work.

Salary: £47,226 to £53,364 (subject to skills and experience)

Reporting to: Head of Evaluation

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 an overnight stay.

The Senior Evidence and Evaluation Manager sits within the Impact and Evidence directorate at the heart of Youth Futures Foundation. You will play a central role in building the evidence base on what works to support young people into good jobs. Working with three Heads of Evaluation, the Deputy Director and the Director of Impact and Evidence, you will help ensure our evaluations are designed to generate credible and useful evidence.

Your primary focus will be to lead the management and delivery of evaluation and evidence generation for Connected Futures. This programme generates evidence for how local partnerships can identify and address barriers within education, employment and support systems that prevent marginalised young people from accessing good work. Partnerships work with young people to develop and test changes to how organisations, services and employers work locally. Working closely with independent evaluators, local partnerships and colleagues across Youth Futures, you will lead evaluations that help partnerships learn as their work develops and build credible evidence of systems change. Work on this programme tends to employ theory-based evaluation methods.

Alongside our Connected Futures work, you may also lead or support other evaluations across Youth Futures, according to organisational priorities. These might involve quantitative impact evaluations from across our wider evaluation portfolio, for example testing complex youth employment support interventions or employer practice to support young people from disadvantaged background into work.

You will manage a portfolio of projects across our evaluation portfolio, leading some directly and overseeing others while supporting Evaluation Managers. This will require sound judgement about the application of developmental, participatory and theory-based evaluation approaches in complex and changing settings, and understanding of their application within a wider portfolio of evidence generation.

You will lead the synthesis of evidence across Connected Futures, identifying common findings, differences between places and implications for policy, practice and future programme design. Working with colleagues across Youth Futures, you will support learning within and between programmes and lead knowledge mobilisation activity that helps partners, policymakers and practitioners understand and use the findings.

You will also contribute to strengthening our 'evaluation architecture', developing methodological guidance, frameworks and standards, and also supporting the Heads of Evaluation on developing internal guidance and standards for our evaluation commissioning. You will work with the Heads and Deputy Director of Evaluation to support the development of Evaluation Managers.

Key responsibilities

Evaluation

- ❖ Critically review evaluation designs and proposed adaptations to ensure approaches are high quality, proportionate and cost effective.
- ❖ Lead the implementation of evidence generation strategies for Youth Futures' Connected Futures programme, working with the Head of Evaluation, including:
 - ensuring evaluation approaches remain appropriate for complex, place-based systems change as partnerships' work develops
 - aligning evaluation, synthesis and learning activity with programme delivery and key decision points
 - identifying evidence gaps and addressing these through ongoing learning activity where feasible.
- ❖ Lead the planning of meetings for Youth Futures' expert advisory panel for complex and theory-based evaluation (CAT-BEE) including content, format, discussion questions and intended outputs, working with the Head of Evaluation.
- ❖ Manage a portfolio of evaluations with a primary focus on Connected Futures, leading some directly and overseeing others while supporting Evaluation Managers, including:
 - monitoring delivery against agreed plans and resolving or escalating risks and issues
 - managing relationships with commissioned evaluators and consultants, ensuring clear expectations, timely delivery and high-quality work
 - liaising with evaluators and local partnerships to refine evaluation frameworks, methods and tools as delivery develops
 - supporting partnerships to develop and refine their theories of change, intended outcomes and data requirements
 - reviewing evaluation progress and findings to inform programme learning, including presenting to CAT-BEE
 - coordinating quality assurance and peer review of evaluation outputs.
- ❖ Lead evidence synthesis across Connected Futures, drawing together findings from partnership evaluations and other relevant sources. Use the programme theory of change to examine progress and test assumptions, identifying shared findings, differences between places and the implications of gaps or limitations in the evidence.
- ❖ Facilitate learning across Connected Futures partnerships and evaluators, and between Connected Futures and other programmes to inform programme development and evaluation.
- ❖ Work closely with Policy and Communications, Programmes and Grants and Employer Engagement colleagues to plan and deliver knowledge mobilisation activity, ensuring evidence is translated into accessible, practical outputs and engagement that supports its use.
- ❖ Provide technical expertise, training and support to colleagues in evaluation design, implementation, evidence synthesis and use.
- ❖ Manage existing evaluation contracts and budgets.
- ❖ Ensure all evaluation activities meet Youth Futures' governance, ethics, data protection and safeguarding requirements, and support meaningful participation by young people.

Other responsibilities

- ❖ Work collaboratively with other Youth Futures' teams to carry out projects that achieve organisational goals, including internal steering groups and committees.
- ❖ Work with Heads and Deputy Director of Evaluation to improve team processes and evaluation management practice, ensuring we work efficiently and strategically to achieve our goals.
- ❖ Support the development of Evaluation Managers through technical guidance, constructive feedback and shared learning.
- ❖ Contribute to Youth Futures' broader evidence requirements, youth participation strategy, and good practice toolkits.

PERSON SPECIFICATION

	Essential	Desirable
Knowledge, experience and abilities		
Significant knowledge/experience of and a strong interest in evaluation methodologies, gained within a commissioning or research setting	X	
Strong experience critically appraising data, evidence and research literature and the ability to draw findings together into clear conclusions	X	
Excellent track record of project-managing research and evaluation projects	X	
Extensive experience effectively communicating research and evaluation findings (both in writing and verbally) to different audiences	X	
Experience contributing to the design and refinement of mixed methods evaluations	X	
Proven ability to foster and sustain positive, collaborative relationships internally and externally	X	
Experience contributing to planning across a portfolio of complex projects to achieve meaningful change	X	
Able to manage a portfolio of complex evaluation projects simultaneously, and support others to do so	X	
Able to establish priorities and manage a complex workload to meet tight deadlines	X	
Experience with data protection, safeguarding and research ethics	X	
Sound experience using MS Office 365 and other IT applications, Teams and SharePoint and online/remote working tools	X	
Able to identify and propose improvements to ways of working or processes	X	
Comfortable working with others, including supporting junior colleagues' development to deliver high-quality evaluation projects	X	
Understanding of how to plan proportionate data collection across multiple projects to support evaluation and shared learning	X	
Experience synthesising evidence across evaluations or research studies, identifying common findings, differences and limitations		X
Experience of working with quantitative impact evaluation methods		X
Experience translating evidence into actionable recommendations considering accessibility requirements		X
Knowledge of education and/or labour market policy and delivery contexts		X
Skills & competencies		
Analytical and methodical	X	
Strong knowledge of developmental, participatory and theory-based impact evaluation methods suitable for complex, place based evaluations of systems change	X	
Problem solver who anticipates risks and issues, and engages the appropriate people to productively resolve them	X	
Collaborative team member who can also take initiative and work independently, and can adjust to the changing demands of a dynamic working environment to help the team achieve its goals	X	
Relevant qualification in an economic, social science or statistical discipline (or equivalent experience)	X	
Passion for improving employment outcomes for marginalised young people	X	
A flair for robust evaluation strategy and design, considering a broad range of methods and approaches and how they fit together.	X	
Commitment to equity, diversity and inclusion and to involving young people in evidence generation and decision making	X	
Proactive learner	X	
Committed to the value of mixed methods approaches	X	
Strategic thinker, able to assess long-term potential, risks and opportunities, considering a range of issues and dimensions	X	
Designs and delivers creative yet practical solutions to complex problems	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 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:

27 October 2026, 10am

Interviews:

4, 5 & 6 November 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

