youth futures FOUNDATION

Senior Youth Inclusion Officer

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.

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

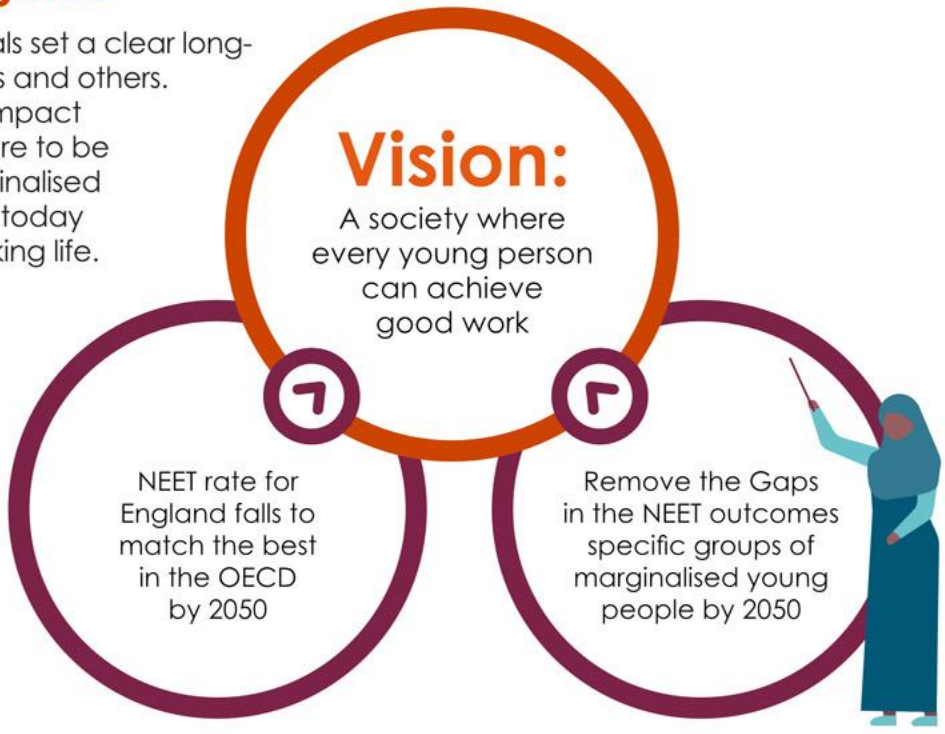
A vision that speaks to our core beliefs and aspirations for all young people.

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.

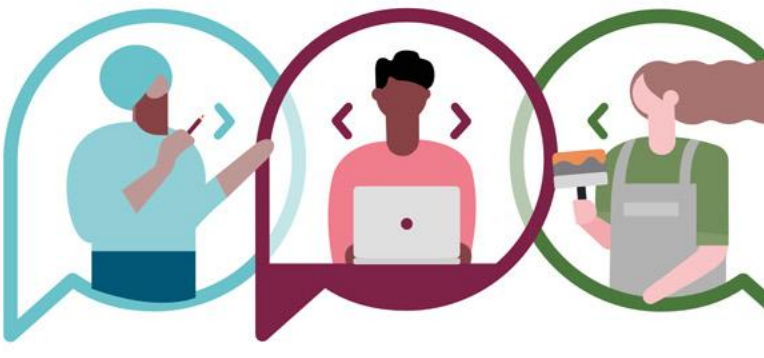
We are committed to encouraging an open, collaborative, safe and inclusive working environment. We have an EDI committee, formed of a group of employees, with a senior leadership team lead, who have a keen interest or experience of EDI and work together on issues or concerns related to equity, diversity 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.



Role Description

Term: 37.5 hours per week full time - permanent

We offer flexible working and consider alternative patterns of work

Salary: £30,679 to £34,721 – depending on skills and experience

Reporting to: Senior Youth Inclusion Manager

Location: This role can be based at any of our hubs located in Birmingham, Leeds or London. 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. This role also requires occasional evening and weekend work.

The **Senior Youth Inclusion Officer** is a key role within the Youth Inclusion team, helping to connect insights and champion young people's voices throughout our work.

You will be one of two Senior Officers leading on the day-to-day delivery of the Future Voices Group (FVG) – our flagship youth engagement programme bringing together young people with lived experience of facing barriers to employment. This will involve working across the organisation to support teams to work with young people, in line with our strategy.

You will ensure our youth ambassadors meaningfully and authentically shape our activity, in particular through our engagement and influencing of key audiences and decision-makers across the youth employment system.

The ideal candidate will bring awareness of the youth employment policy landscape, alongside experience of supporting young people with lived expertise to influence policymaking, programme design or service improvement through youth voice approaches.

This role requires availability for regular evening sessions and occasional weekend commitments.

Key Responsibilities

Youth engagement

You will use your skills and experience working with young people to lead our approach to putting young people's voices at the heart of our mission, notably through:

Day to day programme management of the Future Voices Group (FVG)

- Management and delivery of FVG online and in-person sessions including planning and facilitating regular FVG Employer Engagement sessions with Senior FVG members and staff working groups, as well as partner meetings. This includes sharing insights with key staff members across the organisation to ensure alignment of project goals and that appropriate sign-off is sought.
- In partnership with the Youth Inclusion team and Directorate teams, you will support the strategic direction and focus of activities that members of the FVG undertake, ensuring they are meaningful, non-tokenistic and lead to impact across our influencing work and beyond, through co-creation where possible. This includes effective problem-solving and successful collaboration with staff teams to deliver project goals on time and within budget.
- Build trusted relationships with members of the FVG, supporting them to connect with staff members and partners in order to develop and implement ideas for change, and monitor impact of their engagement on wider Youth Futures strategy development and decision-making.

- Be a point of contact for young people and their trusted adults, and arrange meetings, letters of engagement, and remuneration for young people as needed.
- Coordinate and maintain effective administration and organisational oversight across the FVG programme with the other Senior Youth Inclusion Officer including booking in meetings, check-in calls, sending Zoom links and conducting regular communications with young people.
- Support and manage recruitment of new FVG members and Senior FVG roles, ensuring all onboarding to a high standard.
- Lead the design and implementation of agreed training plan for FVG and Senior FVG roles, sometimes in partnership with external partners.
- Organise, attend and manage ad-hoc (1-2 per year) in-person days with members, as required.
- Use digital platforms to support the FVG's sense of community including WhatsApp, and take a consistent approach to monitoring and measuring their workplans and capacity. This includes monitoring the Youth Inclusion shared email inbox.
- Work closely with the Senior Youth Inclusion Manager, the Strategic Development Lead and Deputy Director of Strategic Development to assess efficacy and impact of youth inclusion activities across the organisation, and provide regular updates to Asana project boards. This will include capturing, monitoring and evaluating data as part of programme activity.
- Support the development of strategic thinking to evolve our Youth Inclusion work and processes, alongside fellow Youth Inclusion team colleagues; share insight, reflections and ideas to develop continuous learning to implement in programme activity and to capture best practice.
- Manage the payment process for young people engaging in our work. Track hours and additional opportunities, with the support of the other Senior Youth inclusion Officer, and communicate regularly with wider team members and the Finance Manager to ensure correct payment information is being processed.

Opportunities

- Proactively seek out internal and external opportunities to bring young people's voices and perspectives to the fore. This includes supporting the YFF Alumni Network of young people from previous programmes, connecting with groups across the sector, and working closely with the Communications team to ensure that insights, stories and opportunities to amplify young people's voices are readily grasped.
- Lead on delivery of opportunity requests once assigned by the Senior Youth Inclusion Manager or Strategic Development Lead. Manage the FVG's involvement, ensuring they are fully briefed and prepared to take part, with support and input from Youth Futures staff and partners. This includes making requests to young people, writing and attending briefings with staff, and supporting the development of risk assessments. This will also include attending in-person or online events where an enhanced DBS checked member of staff is needed. Balance competing priorities for opportunities to ensure that the welfare of young people involved is maintained, and their journey is well supported.
- Foster relationships with staff members to support their engagement with young people and encourage them to develop the skills required for effective consultation/engagement/co-production.
    - Support the Strategic Support Manager to better integrate delivery partners into our Youth Inclusion team remit for servicing requests that cannot be offered to Ambassadors and Alumni, and by enhancing our knowledge and awareness of Youth Inclusion methodology and activity in the organisations we fund.

Safeguarding and wellbeing support for young people

- Ensure that all in-person and online activity and engagement with young people complies with safeguarding legislation and data management policies and processes. This includes recording clear and accurate information within Support Plans, Wellbeing Logs and incident reports.
- Work 1:1 with young people to support their wellbeing and engagement. Provide wellbeing support, in relation to the ambassador role, for each young person in your FVG subgroup, through monthly check-in calls, or fortnightly check-ins where additional support is required.
- Make use of reflective practice sessions to ensure informed decision-making, the delivery of safe, effective, and youth-centred support and continuous professional development.
- Work closely with the Senior Youth Inclusion Manager (DDSL) to support and safeguard young people, escalate and share concerns appropriately and ensure all interventions align with organisational policies and statutory safeguarding requirements.
- Keep in regular contact with Designated Safeguarding Leads (DSLs) to share updates on wellbeing and action any decisions taken by DSLs. You will be a champion of safe engagement – meeting the needs of each young person to help them engage fully in activity.

Policy, influence and stakeholder engagement

- Work collaboratively across Youth Futures and with external partners to support delivery of high-quality, non-tokenistic youth inclusion and share learning and best practice.
- Champion approaches that move beyond consultation towards genuine co-production, helping to embed youth voice across organisational processes and external engagement.
- Build and maintain effective relationships with internal and external stakeholders, gathering and distilling insights from young people to inform projects, communications activity and influencing work.
- Work closely with the Policy and External Affairs Directorate to stay abreast of developments in policy, research and practice across the youth employment system, identifying and highlighting implications and opportunities for Youth Futures' youth inclusion activity.
- Support the integration of young people's lived experience into policy discussions and programme development.
- Work with colleagues to identify and coordinate opportunities for Future Voices Group members and Alumni to contribute to policy discussions, research, stakeholder engagement and organisational influencing activity.
- Contribute to a culture of collaboration, continuous improvement and excellence, ensuring integrity, sound judgement and high professional standards.

General

- Deliver high-quality, organisation-wide operational support, ensuring efficient processes, effective resource management, and compliance with policies and standards.
- Coordinate and integrate activities across teams, aligning priorities and ensuring smooth delivery of organisational objectives.
- Build and maintain strong stakeholder relationships, acting as a key point of connection to support collaboration and effective communication across the organisation.
- Manage and prioritise workloads and workflows, ensuring deadlines are met and resources are optimised in a dynamic environment.
- Support and oversee the planning and delivery of projects and tasks, tracking progress and ensuring alignment with strategic goals.
- Manage multiple priorities simultaneously while maintaining accuracy, attention to detail, and high standards of delivery.
- Identify and resolve operational issues, contributing to continuous improvement of systems, processes, and ways of working.

Person Specification

	Essential	Desirable
Knowledge, experience and abilities		
Considerable experience of designing, facilitating and delivering meaningful and creative participation activities including co-produced projects	X	
A strong understanding of the principles of youth inclusion and experience of creating engaging evaluation methods to elicit the views and perspectives of young people, and to track and monitor their impact	X	
Experience of leading and managing a youth inclusion or youth participation programme	X	
Experience of providing emotional wellbeing support to vulnerable young adults		X
Understanding of the youth employment system and policy context	X	
Understanding of systems change approaches		X
Experience of working in partnership with external organisations	X	
Knowledge of safeguarding and data management practices	X	
Ability to establish trusted relationships across diverse stakeholder groups, proactively fostering collaboration and mutual support to achieve shared goals.	X	
Demonstrates strong organisational oversight by managing timelines, resources, and priorities to ensure projects are delivered efficiently and to a high standard	X	
Ability to resolve routine issues effectively and seek help when needed	X	
Understanding of organisational processes, policies and systems	X	
Takes initiative - ability to identify and act on opportunities without being prompted	X	
Ability to maintain accuracy and consistency while managing competing demands	X	
Experience in providing operational or administrative support across teams or functions	X	
Awareness of project coordination methods and cross-functional working practices	X	
Experience working with diverse stakeholders across organisational levels	X	
Understanding of workload management and prioritisation techniques	X	
Experience supporting or delivering projects and structured work programmes	X	
Ability to remain focused and effective under pressure	X	
Analytical thinking, decision-making, critical thinking	X	
Ability to work inclusively, respond positively to change, and take ownership	X	
Skills & competencies		
Demonstrates a strong commitment to safeguarding and promoting the welfare of young people, applying safeguarding policies and procedures effectively and escalating concerns appropriately	X	
Maintains confidentiality and handles sensitive information relating to young people appropriately	X	
Project management skills, including managing multiple stakeholders and projects, and aiding administration	X	
Good interpersonal skills including proven ability to develop professional working relationships with individuals at all levels (adhering to appropriate boundaries)	X	
A collaborative team member who understands when to take the initiative, be proactive and work independently	X	
Completes assigned tasks accurately and on time, contributing to efficient service delivery	X	
Effectively balances competing priorities, maintaining accuracy and focus while delivering multiple tasks within tight deadlines	X	
Effective communication and facilitation skills - Builds positive working relationships with stakeholders by communicating clearly, managing	X	

	Essential	Desirable
expectations, and supporting collaborative outcomes		
Coordination skills - Efficiently manages multiple activities by organising resources, timelines, and communications to support smooth team operations and task completion.	X	
Organisational skills - Consistently structures and prioritises tasks , adapting priorities in response to changing demands	X	
Attention to detail: Completes administrative tasks with accuracy and efficiency, adhering to organisational procedures and supporting smooth day-to-day operations.	X	
Project coordination - Proactively contributes to project planning and coordination, ensuring tasks are tracked, deadlines are met, and support is provided throughout the project lifecycle	X	

Mindset

- a genuine personal commitment to Youth Futures mission, vision and values applying these to everyday working
- Growth mindset to thrive when operating in a growing and evolving organisation
- a proactive and flexible approach, with solutions focused thinking
- a positive and can-do attitude, willing to roll sleeves up to get into details where necessary
- demonstrates inclusive, collaborative and respectful behaviours with a commitment to equity, diversity and inclusion
- a commitment to our employee code of conduct and behaviours
- work collaboratively, contributing and helping to 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.

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:
Wednesday 18th November – 5:30pm

Interviews:
30th November & 1st December 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**

