

## Executive Director

Dated: January 2021

Contract: six months fixed term, negotiable 0.6FTE to full time (potential for secondment)

Salary: £55-60k per annum pro rata

Start date: as soon as possible

Location: home-based

## About the Centre for Youth Impact

At the Centre for Youth Impact, we believe that a just and equitable society invests in support for all young people to learn, grow and explore their relationships with the world around them. We believe that young people's lives are better when they have access to safe spaces, high quality opportunities to develop their social and emotional skills, and relationships with trusted adults. We believe that provision for young people is powerful when it is well-resourced and designed and supported by thoughtful and skilled practitioners who are part of a sector that takes a collective approach to reflecting on quality and impact. The sector is stronger when it works together to build collective insight, and commits to act on what it is learning.

We contribute to this vision by designing and testing shared approaches to understanding and improving the quality and impact of provision for young people, and working through committed peer to peer networks to embed new thinking in practice.

## About the role

We are now seeking an outstanding Executive Director to join the Centre for the next six months. In this new role, you will work particularly closely with the CEO to deliver on key priorities, including fundraising, project design and delivery, and supporting organisational change. The Executive Director will bring critical additional capacity to the senior leadership of the Centre for Youth Impact, and work alongside the CEO to scope and shape the future of the charity into 2021 and beyond. There will be significant hand-off work from the CEO, which you will lead and take forward, alongside deputising for the CEO where necessary. You will work across the varied and busy programme of work at the Centre, in particular developing new thematic areas, projects and opportunities, including securing funding to support them. The Executive Director will also work closely with the CEO to put the Centre's equity and diversity plans into action.

Like most other small charities, the Centre's work has been significantly impacted by the pandemic, and – as an infrastructure organisation – we're thinking hard about how best to focus our efforts to support the youth sector now and in the future. As we develop our new strategy, we're looking ahead to a world beyond Covid-19, but one which is irrevocably changed by the effects of the virus. Collaboration and aligned efforts have never mattered more, and the challenges faced by young people have never been so great.

We want to appoint an Executive Director for the next six months to work across the Centre's varied and busy portfolio of work to ensure that we can lead and collaborate on cutting edge ideas and action to support the sector in its work with and for young people. We need an influential and strategic thinker, who can represent the Centre at a senior level in our relationships with partners, funders and practitioners. You will bring a strong understanding of the policy and practice context for youth work and services for young people, and a keen interest in evaluation and quality

improvement through prior experience. You'll have an equal passion for people and data, and a good sense of the role of infrastructure support to the youth sector. You will need to build strong and effective relationships with the CEO, COO and wider team quickly.

You will be expected to be comfortable speaking in public and chairing meetings, sometimes deputising for the CEO. Strong influencing and negotiation skills are essential. Collaboration with partners and stakeholders in the funding community, government, youth and social sectors and academia will also be a key element of this role.

The Executive Director will report to the CEO and be part of the Senior Leadership Team. You will be a key member of the Centre's small team, contributing to a productive, energetic and happy team. You need to be committed to the belief that all young people should be able to access high quality youth provision, as a force for positive change in their lives and the world around them.

<b>Executive Director – Reporting to CEO</b>
<b>Purpose of the role</b>
The Executive Director will work directly with the CEO to support the leadership and management of the Centre for Youth Impact, the delivery of the work programme and the development of new streams of work and associated funding.
<b>Duties and responsibilities</b>
<ul style="list-style-type: none"> <li>• Contribute to, develop and implement strategic plans and decisions made by the CEO, SLT and Trustee Board of the Centre;</li> <li>• Design and develop new areas of activity in support of the youth sector and its work with and for young people;</li> <li>• Actively engage with the funding community to ensure that the Centre’s programme of work is understood, strengthened and extended;</li> <li>• Build effective partnerships with key partners and external stakeholders, including the network of Regional Impact Leads, our Practitioner Panel and delivery partner organisations;</li> <li>• Build and maintain a wide network of people and organisations engaged in the Centre’s work who can help it make progress against its objectives, and find ways to harness their support in delivering projects and amplifying our work;</li> <li>• Undertake specific projects as directed by the CEO, including their scoping, development and execution;</li> <li>• Enhance the programme and project management approach across the Centre, working with the team to ensure the work programme and reporting on it is aligned;</li> <li>• Provide advice and recommendations to the CEO on strategic matters, including the implications of major decisions, team resourcing and performance, and planning for the future;</li> <li>• Represent the Centre externally including deputising for the CEO where necessary; and</li> <li>• Carry out other duties within the scope of the role, as directed by the CEO.</li> </ul>
<b>Person specification</b>
<ul style="list-style-type: none"> <li>• Commitment to the mission, vision and values of the Centre for Youth Impact</li> <li>• A well-developed understanding of the policy and practice context in youth work and services for young people across the UK, grounded in previous experience</li> <li>• A keen interest in and understanding of youth development, and the research in this area</li> <li>• Experience of undertaking research and evaluation in informal/non-formal youth provision, and a good understanding of the main debates in this field</li> <li>• Proven track record of developing new ideas, and securing the funding and support to bring them to life</li> <li>• A proven track record of leading and managing multiple projects to successful outcomes.</li> <li>• Exemplary partnership and relationship skills, with expertise in building and mobilising collaborative action</li> <li>• Practical experience of making equity and inclusion plans reality</li> <li>• Imagination and foresight, with the ability to see and articulate how things might be done differently</li> <li>• Appetite for learning and the ability to translate theory into practice</li> <li>• Experience of leading, managing and developing people</li> <li>• Sound understanding of charity finance, business planning and resource management</li> <li>• Significant leadership and management experience and/or experience working closely with a senior leader</li> </ul>

## How to apply

This post is for six-months, fixed term, with a start date as soon as possible. We are open to secondments, and will consider applications from candidates wishing to take up the role between 0.6FTE and full time, as we recognise that applicants may have other commitments (either personal or professional) that they wish to accommodate.

If all of the above sounds appealing, then please send a copy of the following to [jobs@youthimpact.uk](mailto:jobs@youthimpact.uk) with the subject line 'Exec Director application':

- Your CV
- A covering letter (up to 800 words) that states how you meet the requirements set out in the person specification (and stating that you have the right to work in the UK)
- Equality and Diversity monitoring form

Please complete the anonymous equality and diversity survey form as part of the application. We are committed to providing equal opportunities for everyone regardless of their background, and welcome applications regardless of sex, gender, race, age, sexuality, belief or disability.

We acknowledge that people from Black, Asian and minority ethnic backgrounds are underrepresented in our staff team and we're committed to correcting this. We are particularly keen to receive applications from people of colour; people with disabilities; people who identify as being LGBTQIA+; and people who have a mental health condition. We'd also love to hear from people who have used and benefited from youth provision/services.

**The deadline for receipt of your application is 5pm on Friday 29 January 2021.**

**Applications received after this time will not be considered. Interviews will take place on Thursday 4 and Friday 5 February 2021 and will be via Zoom.**

For more information about us please visit the Centre for Youth Impact's website: <http://www.youthimpact.uk/>

If you have any questions about the role, please email Bethia McNeil, CEO, on [bethia.mcneil@youthimpact.uk](mailto:bethia.mcneil@youthimpact.uk) to arrange an informal conversation.

<b>JOB PROFILE</b>	
Job title	Executive Director
Accountable to	Chief Executive Officer
Location	Home-based with travel commitment (Covid-19 guidance permitting)
Salary	£55-60,000 pro rata
Contract	Fixed term for six months
Hours of work	Negotiable – 0.6FTE to full time
Annual leave	25 days per annum pro rata
Travel	Some UK travel will be necessary (Covid-19 guidance permitting)
DBS check	Required