



**Deputy CEO  
Recruitment Pack**

**Application Deadline:  
10am, Thursday 6th March 2025**



**Empowering** every young person  
to believe in **themselves**

## Introduction

**Yes Futures empowers young people to believe in themselves and discover their personal potential.**

We are a multi-award winning charity, established in 2012. Our successful programmes have already made a proven difference to the lives of over 3400 young people through partnerships with 70 schools.

The challenges our young people face today are immense and ever-evolving, against the backdrop of a challenging world. Our unique approach to building young people's self-belief has never been more needed, and we are ambitious about expanding our impact to more young people over the coming years.

As such, this year, we are embarking on a new strategy, which will make Yes Futures a more innovative, agile and responsive organisation. As part of this, we are seeking a **confident, experienced leader** to become our new **Deputy CEO**.

This is a rare opportunity to join a well-established organisation on the cusp of change. With us, you will have the opportunity to shape the future direction of an incredible charity, ultimately making a tangible difference to thousands of young people's lives.

## About Yes Futures

**Yes Futures empowers young people to believe in themselves.** We do this through a range of award-winning personal development tools and programmes, which enable young people to develop essential skills and positive wellbeing in school and at home.

Our Finding Futures (primary) and Rising Futures (secondary) programmes offer targeted support for selected students, inspiring them to fulfil their potential through personalised coaching sessions and real-world experiences. We focus on building four fundamental skills, which enable young people to be successful in school and beyond: Confidence, Resilience, Communication and Self-Awareness.

As part of our new strategy, we are also keen to develop new products and programmes which will further strengthen Yes Futures' offer, and expand our impact to many more young people.

**Every child deserves the opportunity to fulfil their personal potential.** Through our work, we develop young people's skills to prepare them for whatever future they choose. Ultimately, we aim to create a cultural shift in education: where young people are empowered, enabling them to be successful both at school and beyond.

Find out more on our website: [www.yesfutures.org](http://www.yesfutures.org)



## The Deputy CEO

**We are looking for a thoughtful, positive and responsive leader who is as ambitious as we are about empowering young people to believe in themselves and discover their personal potential.**

This is a broad-ranging role, and you may not have experienced all aspects of it before, but if you:

- Have a track record of having built successful partnerships;
- Can transfer your existing experience and skills to a new challenge;
- Understand your strengths and weaknesses and proactively build your knowledge and skills...

... then we want to hear from you!



## Purpose of the role

This year, the founder of Yes Futures, Sarah Sewell, is stepping down as Chief Executive after 12 remarkable and impressive years at the helm. Alongside this change, and as part of an organisational transition in line with our new strategy, Yes Futures is moving to a more nimble and agile delivery model. It can be thought of as a start-up with a significant head start: we will have the energy, innovation and dynamism of something new; paired with the experience, wisdom and maturity of something trusted.

The Deputy CEO role is being recruited alongside the new CEO role. As Deputy CEO, you will be expected to work closely with the new CEO and deputise for them where necessary. You will also have responsibilities in fundraising, operations and governance. In addition, you will line manage the new Director of Programmes and Product who is responsible for delivery, innovation and quality assurance.

As a new leadership team, you will work closely together to build a positive next 10 years for Yes Futures. We exist in an uncertain, challenging time – for both the charity sector and school sector. As a result of recent cuts in school funding, we are working at a smaller scale than we were pre-pandemic and we know that school funding is likely to continue to be tight in the short-term; but we also know that **our work is needed more than ever**. We are motivated by the fact that many of our school partners continue to sign up for future programmes and we continue to attract new schools to our community too. We are determined to ensure the quality of our work can be felt by more young people, for many years to come; and are excited by the potential of our deep experience and trusted brand to deliver new innovations too.

## Role Description

We are looking for a confident, experienced leader to provide strategic and operational leadership, working closely with the CEO to ensure Yes Futures continues to deliver high-quality impact for young people in line with our vision and values.

The following list describes the key areas of the role description:

### Partnerships and Income Generation

- **Fundraising:** Lead fundraising efforts to diversify and grow income streams, including grant applications, corporate partnerships and individual giving campaigns. Develop and implement a robust fundraising strategy in alignment with Yes Futures' vision.
- **Stakeholder Engagement:** Build and maintain strong relationships with schools, partners, funders and community stakeholders. Actively promote Yes Futures' mission and work, ensuring continued growth and positive impact.
- **Strategic Impact Measurement:** Develop and implement systems to measure the impact of Yes Futures' programmes and initiatives. Use data-driven insights to refine strategies and demonstrate the charity's effectiveness to stakeholders.

### Operational Leadership

- **Operations Oversight:** Day-to-day Provide oversight of daily and programmatic operations, ensuring efficient resource allocation, compliance with policies and alignment with the charity's mission and objectives.
- **Supporting Volunteer Management:** Support the CEO with the recruitment, selection and training of Yes Futures' coaches and volunteers.
- **Safeguarding Lead:** Act as the charity's Safeguarding Lead, ensuring robust policies and procedures are in place, providing guidance and oversight, and fostering a safe environment for all beneficiaries, staff and volunteers.

### Strategic Leadership

- **People Leadership:** Lead, manage and inspire Yes Futures' small staff team including any freelancers to foster a collaborative and high performing culture. Ensure effective recruitment, training and development of team members.
- **Deputising for the CEO:** Act as the primary point of contact and decision maker in the CEO's absence. Represent Yes Futures at external events, fostering relationships with key stakeholders and partners.
- **Charity Governance:** Ensure compliance with legal and regulatory requirements, including those relating to charity governance. Support the CEO and Board of Trustees by preparing reports, contributing to strategic planning, and ensuring effective decision-making.

Initially, there may be a need for a hands-on approach, with some practical programme delivery expected in the current programme cycle for up to two cohorts. This will need to be balanced against other operational and strategic responsibilities. It is anticipated that from September 2025 any direct programme delivery will pass to other colleagues.

## Person Specification

Positive IMPACT is at the heart of everything we do. We are looking for individuals who demonstrate our organisation-wide 'Positive IMPACT' values of:

**Inclusivity** - We value the input of our entire community and embrace diversity.

**Motivation** - We are inspired by the results we achieve.

**Professionalism** - We are dedicated, passionate experts who deliver excellence.

**Ambition** - We inspire ambition in all the people we work with.

**Collaboration** - We work together to create lasting impact.

**Trust** - We believe in our programmes and trust each other.

The person specification describes the characteristics (experience and skills) that are needed to carry out the duties in the role description and will be used as the basis for short-listing and interview.

We are committed to building a **diverse, inclusive team** and, as such, we are happy to accept applications from candidates who demonstrate some but not all of the experience mentioned below.

### What we are looking for

The ideal candidate will have an unwavering commitment to supporting young people to believe in themselves, alongside a creative approach and the ability to see the big picture. You will have some experience of product/programme development, fundraising and/or operations management in a complex organisation.

We're looking for someone who is:

- skilled in fundraising and can demonstrate a track record of having built successful partnerships to this effect;
- confident about their proven ability to continue to secure diverse income streams for Yes Futures;
- an excellent communicator, capable of building relationships across a wide range of stakeholders;
- demonstrates strong leadership and people management skills, with experience of leading diverse teams;
- highly organised, adaptable, and comfortable working in a fast-paced, dynamic environment;
- willing to travel if necessary to explore opportunities and build new partnerships;
- currently (or has a willingness to be) DBS checked.

Yes Futures is an innovative charity which is at a point of transition. This is a critical stage in our development and you will have a significant impact on our growth and future success, at the same time as developing your career. If you are enthusiastic, ambitious and open to challenging yourself by applying your talents to a well-established small charity ... we need you!

# Terms and Conditions of Employment

## Salary

The salary for this role is **£56,000 per year**. Payment is made on a monthly basis to a nominated bank or building society account.

The role also includes a 5% employer pension, generous individual CPD allowance and flexible working.

## Annual Leave

The starting annual leave entitlement is 25 days plus all statutory bank holidays. Annual leave entitlement increases with length of service, up to 30 days' holiday after five years.

## Line Management

You will report to the Chief Executive, who will meet with you regularly. You will line manage the Director of Programmes and Product.

## Contract type and flexibility

This role is offered as 0.8-1.0 FTE. We are open to hearing from candidates who are interested in both the full-time option as well as those who would consider a part-time role (minimum four days per week).

## Place of work

The likely split is 60% home-based, 20% on-site in schools or at meetings, and 20% in London office/other locations across the South East.

There is flexibility around which days are worked in the office and from home, so if you have particular restrictions on your ability to travel to the office, please share this with us in your application.

## Appointment and probation

We will request references following interviews for the successful candidate only. Offer will be made subject to satisfactory enhanced DBS and reference checks, and proof of eligibility to work in the UK. Your probationary period will be three months.

## Volunteers

Volunteers are at the heart of Yes Futures' work. Yes Futures is committed to involving volunteers in its continuous development and to offering volunteers the best of experiences. All Yes Futures' team members will be expected to support our volunteering ethos.

## How to apply

If you would like to apply, please send an email with an attached CV and cover letter (max 1000 words) to [applications@yesfutures.org](mailto:applications@yesfutures.org).

Please include:

- Your motivations for applying.
- Your experience to date and its relevance to the role.
- How you meet the person specification for the role.
- Your vision for how Yes Futures can leverage its expertise to build its offering to reach more young people.
- The date from which you are available to start.

Please note **applications must be sent by email to the address above**. Those submitted directly via recruitment portals (e.g. LinkedIn, CharityJob) will not be considered.

### Dates and recruitment timeline

Applications close on **6<sup>th</sup> March 2025 at 10am**.

Should your application be successful, you will be invited to an initial interview during the week commencing 10<sup>th</sup> March 2025. Final interviews are likely to take place during the week commencing 17<sup>th</sup> March 2025.

We aim to provide feedback for all individuals who are shortlisted for interview. Unfortunately, due to the time constraints of being a small team, we are unable to provide individual feedback on the applications that are not shortlisted for interview.

### Start date

Ideally, we are looking for an individual to start the role by early May, in order to provide a comprehensive induction and handover. We understand this may not be possible for every applicant, so there may be some flexibility to accommodate the right candidate.

### Further information

Please note in accordance with the Asylum and Immigration Act 1996 to apply for a position with Yes Futures, you must be eligible to work and live in the UK.

If you have any questions about the role or want to know more about the recruitment process, please email Ali Jaffer on [ali.jaffer@yesfutures.org](mailto:ali.jaffer@yesfutures.org)

We look forward to hearing from you!



## More information:

[www.yesfutures.org](http://www.yesfutures.org)

[applications@yesfutures.org](mailto:applications@yesfutures.org)



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