



Yes Futures

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Job Title: Programme Delivery Officer (Fixed Term, 3 months, Full-Time)

Reporting to: Director of Programmes and Product

Contract Type: Fixed term (3 months)¹

Start Date: w/c 28th April 2025

Salary: £31,000-£35,000 (negotiable within this range) +5% employer pension contribution

Working Hours: Full-time

Location: Hybrid (20% home-based, 10% office-based, 70% travel across partner schools)

The locations of our partner schools for the relevant delivery cycle are in Slough (Berkshire), Wixams (Bedfordshire), Ascot (Berkshire) and Romford (Essex). The successful candidate will have some flexibility as to which of these locations they would serve during the fixed term contract.

Role Purpose

The Programme Delivery Officer will play a key role in ensuring the successful implementation of Yes Futures' programmes. This hands-on role will involve working closely with schools, students, and volunteers to deliver high-quality outcomes. You will be responsible for supporting the smooth coordination of programme activities, managing relationships with key stakeholders, and maintaining the high standards that Yes Futures is known for.

Key Responsibilities

Programme Delivery and Coordination

- Support the effective delivery of Yes Futures' flagship programmes, ensuring consistency and high-quality outcomes for young people.
- Act as a primary point of contact for assigned school cohorts, ensuring smooth communication and operational effectiveness.
- Deliver sessions, workshops, and other programme components directly in schools, working closely with students and educators.
- Support the monitoring and evaluation of programme impact, collecting data and feedback from stakeholders.

Volunteer and Stakeholder Engagement

- Assist in the recruitment, selection, and onboarding of programme volunteers and coaches.

¹ It is preferred that this person is employed by Yes Futures on a fixed-term, full-time basis. However, we are willing to hear from exceptional candidates who may have a preference to negotiate a slightly different arrangement on a freelance basis. Please indicate this in your letter of application.



- Provide ongoing support to volunteers and ensure they are fully equipped to deliver high-quality coaching to young people.
- Build and maintain strong relationships with partner schools, ensuring clear communication and ongoing engagement.

Operational and Logistical Support

- Coordinate logistics for programme delivery, including scheduling, materials preparation, and venue arrangements.
- Ensure health and safety and safeguarding procedures are adhered to at all times.
- Support with administrative tasks related to programme delivery, ensuring all records and reporting requirements are met.

Person Specification

Essential Skills & Experience:

- Experience delivering programmes or workshops to young people in educational or youth development settings.
- Strong organisational and time management skills, with the ability to manage multiple tasks and priorities effectively.
- Excellent communication and interpersonal skills, with the ability to engage with diverse stakeholders, including young people, school staff, and volunteers.
- A proactive and flexible attitude, with the ability to adapt quickly to new challenges.
- Ability to work independently while also collaborating effectively within a team.
- Willingness to travel across the South of England for programme delivery as required.

Desirable Skills & Experience:

- Understanding of safeguarding policies and best practices in working with young people.
- Experience supporting the coordination or administration of youth programmes.
- Knowledge of impact measurement and programme evaluation methods.

Application Process

If you are passionate about youth development and are looking for a dynamic short-term opportunity to make an impact, we would love to hear from you. To apply, please send your CV and a short cover letter outlining your suitability for the role to applications@yesfutures.org by Friday 28th February 2025 at 4pm. Yes Futures reserves the right to conduct interviews in advance of the closing date and may close this vacancy early should a suitable candidate be found. Interviews will therefore take place on a rolling basis.