



Chief Executive Officer Recruitment Pack

**Application Deadline:
10am, Friday 28th February 2025**



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

Introduction

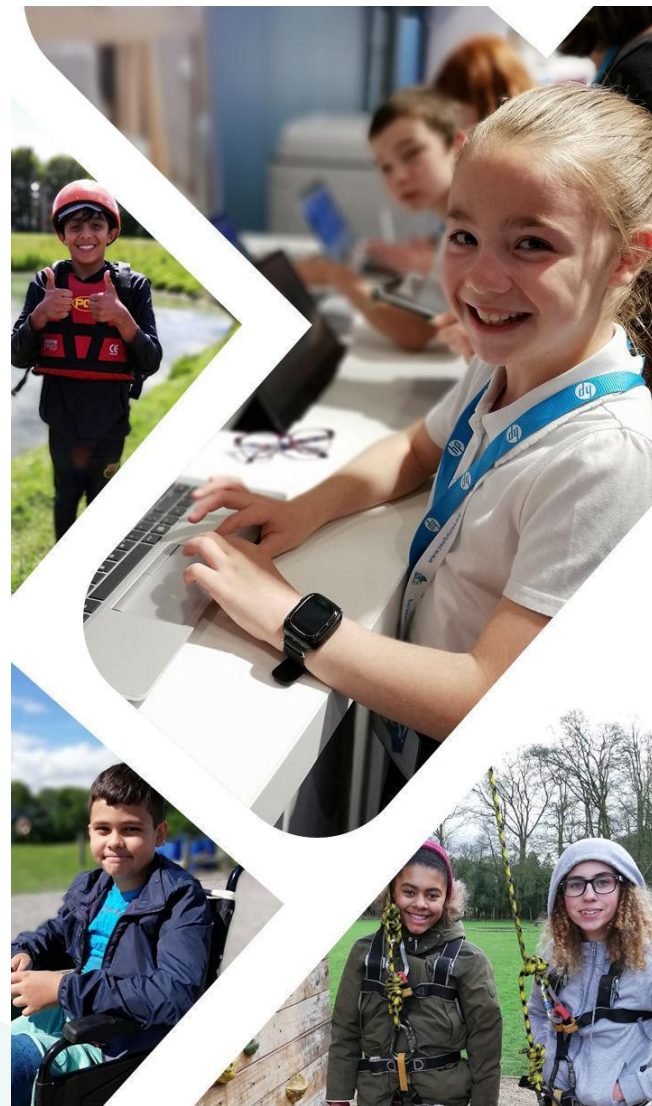
Yes Futures empowers young people to believe in themselves and discover their personal potential.

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. After 12 years as Chief Executive, our Founder, Sarah Sewell, is stepping down, opening up a unique and exciting opportunity for a **visionary leader** to become **our next CEO**.

This is a rare opportunity to lead a well-established organisation on the cusp of change. Being Yes Futures' CEO provides a unique, invigorating role, where you will make 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

The Chief Executive Officer

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 building 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

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, now, 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 CEO role is being recruited alongside a new Deputy CEO role who will provide leadership support across all key functions. The new CEO will be expected to line manage and work closely with the Deputy CEO 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.

The new CEO will provide strategic leadership, operational oversight and external representation to ensure the charity fulfils its mission and maximises its impact. They will be the senior person in the organisation responsible for financial oversight and so, have ultimate responsibility for the revenue, spending and reserves of the organisation. They will also be responsible for driving the charity's vision, securing sustainable funding, maintaining regulatory compliance and fostering a positive culture that empowers staff, volunteers and beneficiaries.

Role Description

We are looking for a hands-on, energetic Chief Executive Officer (CEO) to lead our small but mighty charity through an important phase of re-stabilisation and growth. This role demands a leader who thrives on rolling up their sleeves, balancing strategic oversight with direct involvement in day-to-day operations. You will ensure our programmes are delivered effectively while driving income growth and fostering a positive, motivated organisational culture.

Working closely with the Board of Trustees, the CEO will ensure the charity remains effective, accountable and responsive to the needs of the young people it serves.

- **Strategic Leadership**
 - Develop and implement the charity's strategic vision, ensuring alignment with its values.
 - Work collaboratively with the Board of Trustees, keeping them informed and engaged in key decisions.
- **Operational Delivery**
 - Support programme delivery, including hands-on involvement when necessary, to ensure the smooth running of activities.
 - Oversee day-to-day operations, including basic administrative tasks to ensure organisational efficiency.
 - Play an active role in recruiting and supporting volunteers and coaches, ensuring adequate resources for programme delivery.
 - Establish schemes of delegation to ensure all processes are managed effectively.
- **Income Generation and Fundraising**
 - Lead on fundraising initiatives, including writing funding applications and cultivating relationships with funders.
 - Drive income diversification by identifying new partnership opportunities and developing innovative products and services.
 - Actively promote and sell the charity's services and programmes to external audiences to boost revenue.
- **Team Leadership and Culture**
 - Line manage and inspire a core team of four (initially) employees, fostering a culture of enthusiasm, collaboration, and accountability.
 - Motivate and energise staff and volunteers, ensuring they feel supported and empowered to deliver their best work.
 - Work alongside the Deputy CEO to build capacity within the team and improve processes.
- **Ambassadorial Role**
 - Represent the charity externally, acting as a key spokesperson and advocate for its vision.
 - Build and nurture relationships with key stakeholders, including funders, partners and community groups.
- **Governance and Compliance**
 - Ensure the charity adheres to all legal and regulatory requirements, including financial and impact reporting.
 - Support the Board of Trustees with timely, accurate reports on the charity's progress and performance.



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.

We expect you to be a **proactive and adaptable leader** with a track record of managing small teams and delivering results in a resource-limited environment. You enjoy balancing big-picture thinking with getting stuck into the practicalities of running an organisation. With experience in fundraising, operations, and programme delivery, you bring energy, creativity, and determination to everything you do. Your ability to inspire and connect with others will be key to your success in this role.

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.

We're looking for someone who has:

- proven leadership experience, ideally within the charity or non-for-profit sector;
- hands-on experience in operational delivery and team management;
- experience at a departmental, business unit or organisation-wide level of profit/surplus generation and associated financial management;
- strong fundraising skills, including writing successful funding applications;
- excellent interpersonal and communication skills, with the ability to inspire stakeholders;
- a positive, can-do attitude and a willingness to take on varied tasks as needed;
- a current DBS check (or a willingness to be 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. We are looking for an inspirational leader who is able to build on the tremendous work that has happened over the last 12 years. 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 **£69,500 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, 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 Chair of Trustees, who will meet with you regularly. You will line manage the Deputy CEO.

Contract type and flexibility

This role is offered as a full-time permanent contract (5 days) per week.

Place of work

The anticipated likely split is 60% home-based, 20% on-site (in schools or at meetings) and 20% in London office/other office locations across the South East. The Chief Executive will set the tone for working practice and culture and there is flexibility around which days are worked in the office and from home.

Appointment and probation

We will request references following interviews for the successful candidate only. Offers 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 ceoapplications@yesfutures.org.

Please include:

- Your motivations for applying.
- Your leadership experience.
- 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 **28th February 2025 at 10am**.

Should your application be successful, you will be invited to an initial interview during the week commencing 3rd March 2025. Final interviews are expected to take place during the week commencing 10th 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 in 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 Andrew Thraves, Chair of Trustees on ceoapplications@yesfutures.org

We look forward to hearing from you!



More information:

www.yesfutures.org

ceoapplications@yesfutures.org



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Charity number: 1155082