THE POLITICS PROJECT

Deputy Director

Candidate recruitment pack

Basis: Permanent contract, full-time

Salary: £55,250 to £65,000

Location: London (with a minimum of two days a week in the London office).

Reports to: The Director, The Politics Project

Application deadline: 11:59pm, Wednesday 18th November 2026.

About The Politics Project

The Politics Project supports young people to use their voice by giving them access to outstanding democratic education. We are a non-partisan organisation working with young people, teachers, youth practitioners and politicians to help them learn about, teach and actively participate in democracy.

We also lead the Democracy Classroom Network, bringing together over 100 organisations across the democracy, education and youth sectors. Together, we support over 3,500 teachers and youth practitioners to engage young people in democracy. The network hosts democracyclassroom.com, a resource bank of educational materials on politics and democracy.

This is an exciting time for The Politics Project as we prepare to support the introduction of Votes at 16 and help shape the expansion of democratic and citizenship education. Our team has more than doubled in size over the last 18 months, reflecting a period of significant organisational growth.

Over the last two years, we have:

- Brought together insight and expertise from across the Democracy Classroom Network to produce A Roadmap to Votes at 16, setting out recommendations to ensure 16- and

17-year-olds are ready to cast their first vote. These recommendations were submitted to government and launched at an event with government ministers.
- Coordinated a sector-wide submission to the Curriculum and Assessment Review, making the case for stronger democratic and citizenship education.
- Written and launched the national Democratic Education Framework in collaboration with the Electoral Commission, a new initiative designed to underpin democratic education in the UK.
- Developed and expanded educational programmes across England and Wales, including Building to the Ballot, #ElectionCountdown, Digital Dialogue programmes, Host a Hustings and youth practitioner training and support. We work across the UK with over 3,000 schools and youth groups and 400 politicians, reaching 95% of UK parliamentary constituencies.

The Deputy Director will join us at an important point in our development, helping turn this growth into lasting impact. This is an opportunity to shape the next stage of the organisation and strengthen young people's ability to participate in democracy.

About the role

The Deputy Director will work closely with the Director to provide senior leadership across The Politics Project.

This is a broad, strategic and hands-on role. The Deputy Director will help shape the organisation's strategic direction, lead and develop senior staff, strengthen our financial and organisational sustainability, build relationships with funders and partners, and ensure that our programmes and wider work deliver maximum impact.

The successful candidate will combine strategic vision with excellent execution. They will be comfortable moving between high-level organisational strategy and the practical detail required to make a small organisation work effectively.

The Deputy Director will be an important ambassador for The Politics Project, representing the organisation with funders, partners, policymakers, education and youth organisations and other stakeholders.

Key responsibilities

1. Organisational strategy, leadership and partnerships

- Work in close partnership with the Director and senior management team to develop and deliver The Politics Project's organisational strategy and long-term vision.
- Translate strategic priorities into clear plans, objectives and measures of success, taking ownership of agreed areas of organisational leadership.
- Identify opportunities for growth, impact and influence, informed by developments in democratic participation, education, youth engagement and the wider charity sector.
- Lead cross-organisational initiatives, ensuring effective coordination between programmes, education, communications, partnerships and operations.
- Develop senior relationships and strategic partnerships across the education, youth, democracy, charitable, philanthropic and public sectors to extend the organisation's reach and impact.
- Represent The Politics Project at external meetings, events and forums, and deputise for the Director when required.
- Act as a strategic partner to the Director, providing constructive challenge, advice and practical support, and continuity of leadership in their absence.

2. Leadership and management of senior staff

- Line manage senior staff, currently including Heads of department and other senior managers, setting clear objectives and supporting their performance and professional development.
- Lead effective senior management meetings, ensuring that decisions translate into action and that responsibilities are clear.
- Support senior staff to lead their teams effectively, including workforce planning, performance management and staff development.
- Identify organisational capacity, skills and resource needs, working with the Director to ensure teams have the support and structures they need.
- Play a leading role in recruiting, retaining and developing an excellent and diverse team.

3. Fundraising and income development

- Work with the Director and relevant colleagues to develop and deliver a sustainable fundraising and income-generation strategy.
- Build and maintain relationships with existing and prospective funders and supporters, overseeing effective stewardship, reporting and renewals.
- Identify funding opportunities and lead or support the development of high-quality proposals, tenders and applications.

- Work with Heads of department to develop compelling funding propositions, realistic budgets and achievable delivery plans.

4. Programmes, impact and organisational development

- Provide strategic oversight of The Politics Project's programme portfolio, ensuring that programmes contribute to organisational objectives and demonstrate meaningful impact.
- Work with Heads of department and programme managers to improve, develop and scale programmes.
- Ensure that programme evidence and learning inform organisational strategy, programme design and improvements to how the organisation works.

5. Finance, governance and risk

- Work with the Director and relevant colleagues to ensure strong financial management and effective use of organisational resources.
- Support the development and monitoring of annual budgets, forecasts and longer-term financial plans to strengthen organisational sustainability.
- Support effective governance and the development and implementation of policies and procedures that meet legal, regulatory and contractual responsibilities.
- Help identify and manage organisational risks, maintaining high standards of safeguarding, data protection, equality, diversity and inclusion, health and safety, and organisational compliance.

About you

You are an experienced senior leader who is excited by The Politics Project's mission and motivated by the opportunity to help shape the next stage of a growing organisation. You can identify opportunities, build trust, bring people together and work effectively across teams and organisations.

You are comfortable working in a small organisation where senior leaders need to combine strategic leadership with hands-on delivery.

In accordance with our Child Protection and Safeguarding procedures, this position requires an enhanced DBS check that we will provide.

Essential skills and experience

- Significant experience in a senior management or leadership role within a charity, social enterprise, education organisation, membership organisation or other mission-led organisation.
- Experience of managing and developing senior staff and building high-performing teams.
- Demonstrable experience of organisational strategy and translating strategy into effective delivery.
- Strong experience of fundraising, including developing funding proposals and cultivating relationships with funders.
- Experience of financial management, budgeting and organisational planning.
- Excellent relationship-building skills and the ability to develop trusted relationships with a wide range of stakeholders.
- Excellent written and verbal communication skills, with the confidence to represent an organisation externally.
- Strong project management and organisational skills, with the ability to balance strategic priorities with operational demands.
- A commitment to The Politics Project's non-partisan approach to democratic education and youth engagement.

Desirable skills and experience

- Experience working in democratic participation, political education, youth engagement, education, democracy or a related field.
- Experience of working with trusts and foundations, government or institutional funders.
- Experience of developing or managing partnerships and networks.
- Experience of organisational growth, change management or scaling programmes.

Terms and benefits

Contract

Permanent, full-time

Salary

The initial salary band is £55,250 to £65,000.

Working pattern and travel

- The Politics Project is based in London.
- The post holder will be expected to work in the office at least two days a week.
- Travel elsewhere in the UK, extra days based in the office and working unsocial hours in evenings and at weekends may be occasionally required.

Probation and notice period

- The probation period for the role is 4 months.
- The notice period for the role will be 3 months, once the post holder has passed their probation. During their probation period the notice period will be 1 week.

Benefits

- 33 days' annual leave including three days off between Christmas and New Year, in addition to Bank Holidays.
- 4% employer pension contribution.
- 2 working days / 15 hours of volunteer leave a year.
- Cycle to Work scheme.
- Professional development and training opportunities.
- A warm, inclusive and values-led working environment.

At The Politics Project you will have the opportunity to make a real difference to young people's lives, support projects and programmes that help them to develop the skills and knowledge they need to give them a voice in their society and shape their communities.

Non-partisan policy

The Politics Project is a non-partisan democratic education community interest company. Our commitment to non-partisanship is fundamental to The Politics Project's reputation, its values and its ability to carry out its objectives.

For this reason, employees are expected to uphold the organisation's commitment to non-partisanship when representing The Politics Project or using its resources. Outside work, staff may engage in lawful political activity in a personal capacity, provided that they do not claim or imply endorsement by The Politics Project. For more information please see our non-partisan policy here.

Equity, diversion and inclusion

The Politics Project is committed to safeguarding, equality, diversity and inclusion. We particularly welcome applications from candidates with backgrounds and experiences currently underrepresented in the charity and democracy sectors. If meeting the full person specification feels like a stretch on paper, we would still encourage you to apply.

How to apply

If you'd like a confidential conversation about the role before applying, please email Harriet Andrews at harriet.andrews@thepoliticsproject.org.uk.

We welcome requests for reasonable adjustments at any stage of the recruitment process. If there is anything we can do to make applying or interviewing easier for you, please let us know by contacting Ian Pope at ian@thepoliticsproject.org.uk.

Please apply via charity job with the following:

- Your CV (no more than two pages).
- A supporting statement of no more than 500 words, setting out how your experience, skills and knowledge meet the person specification and why you are drawn to this role.

We will shortlist on the basis of the supporting statement against the person specification.

Assessment process

First stage: screening call with Harriet Andrews, Director.

Second stage: a panel interview including a short task or presentation - details of which will be shared in advance.

Third stage: if needed, there will be a second interview, the format to be confirmed.

References will be sought at the offer stage. All appointments are subject to appropriate pre-employment checks.

Key dates

Application open: Friday 23rd October, 2026.

Application deadline: 11:59pm, Wednesday 18th November 2026.

Screening call: Week commencing Monday 23rd November 2026.

First and second stage interviews: Weeks commencing Monday 30th November 2026 and Monday 7th December 2026.

Anticipated start date: Early 2027.

We look forward to hearing from you.