

**APPOINTMENT BRIEF
MARCH 2024**

CHIEF EXECUTIVE OFFICER



In the UK, family income is the strongest predictor of how well a young person will do at school and the future opportunities they will have. Future Frontiers exists to change this.

We are an award-winning education and social-mobility charity that has supported over 10,000 students to date. We are now looking for our next CEO to lead this fantastic charity.

WELCOME FROM CHAIR

Welcome,

On behalf of the Board of Trustees, I extend a warm welcome to you as you consider joining Future Frontiers as our next Chief Executive Officer.

This is a fantastic opportunity to lead an organisation that has, since its inception, made a significant impact in the lives of over 10,000 young people by empowering them to navigate their career journeys and break the cycles of disadvantage.

Future Frontiers stands at an exciting juncture. As we continue to implement our 2021-26 strategy - Building Lasting Impact - we are expanding our provision, and increasing and measuring our impact. In the 2022/23 academic year alone, we grew to support 2,857 young people across 78 schools.

Whilst continuing with our efforts to deliver against the existing strategy, we must now also begin to lay the foundations for the next strategy cycle, which we intend to publish in 2026. As such, the timing of this appointment allows the successful candidate an opportunity to work with the Board and Executive team on articulating the long-term vision for our charity, coupled to a plan that enables us to expand our reach, enhance our programmes, and deepen our impact.

The role of CEO at Future Frontiers is one of both challenge and immense reward, offering the chance to lead a passionate and skilled team dedicated to making a tangible difference in society. The ideal candidate will bring strategic thinking, leadership experience and a profound commitment to educational equity. The successful candidate will also need to demonstrate their commercial acumen and business development skills, as alongside our charitable income we have built traded income streams through our charitable activities.

Your role will be instrumental in forging new partnerships, securing funding, and driving innovation within the charity. You will be stepping into a role that is crucial not just for the operational and strategic direction of the charity, but also for the lives of the young people we serve.

Thank you for considering the role of CEO at Future Frontiers. I look forward to the possibility of welcoming you to our team.

Yours sincerely,



BEN WILLIAMS CHAIR OF THE BOARD OF TRUSTEES



ABOUT US

Welcome to Future Frontiers.

We are an award-winning UK education charity committed to improving life outcomes for young people from disadvantaged backgrounds. Our head office is in London, and we have over thirty employees in the central charity team, who are supported by our Board of Trustees, our Youth Advisory Group and over 1400 volunteer coaches.

We have a number of high-profile partnerships, including organisations such as; Allen & Overy, Coutts, Marex, Investec and Vitality UK. We also have a broad and diverse range of supporters, including; Garfield Weston Foundation, Wimbledon Foundation, Goldman Sachs Gives and The London Community Foundation. We are proud of the sustainable charitable model we have developed, with good reserves and a range of funding and traded income streams, although income generation remains a priority for the effective delivery of our programmes.

Recognising the profound impact of family income on educational outcomes and future opportunities, Future Frontiers delivers a two-year programme of coaching, advice, and guidance. This highly personalised approach equips young people to realise their potential at school and transition positively into further education or training at sixteen.

Our programme is proven to enhance student engagement and increase progression to sustained destinations, and we are dedicated to breaking cycles of disadvantage and fostering equitable futures.

OUR VISION

A society where equal access to education and career opportunities enables potential to overcome poverty.

OUR MISSION

To provide disadvantaged young people with the guidance, networks and opportunities they need to realise their potential at school and achieve post-16 qualifications that build towards secure, fulfilling employment.



FIND OUT MORE

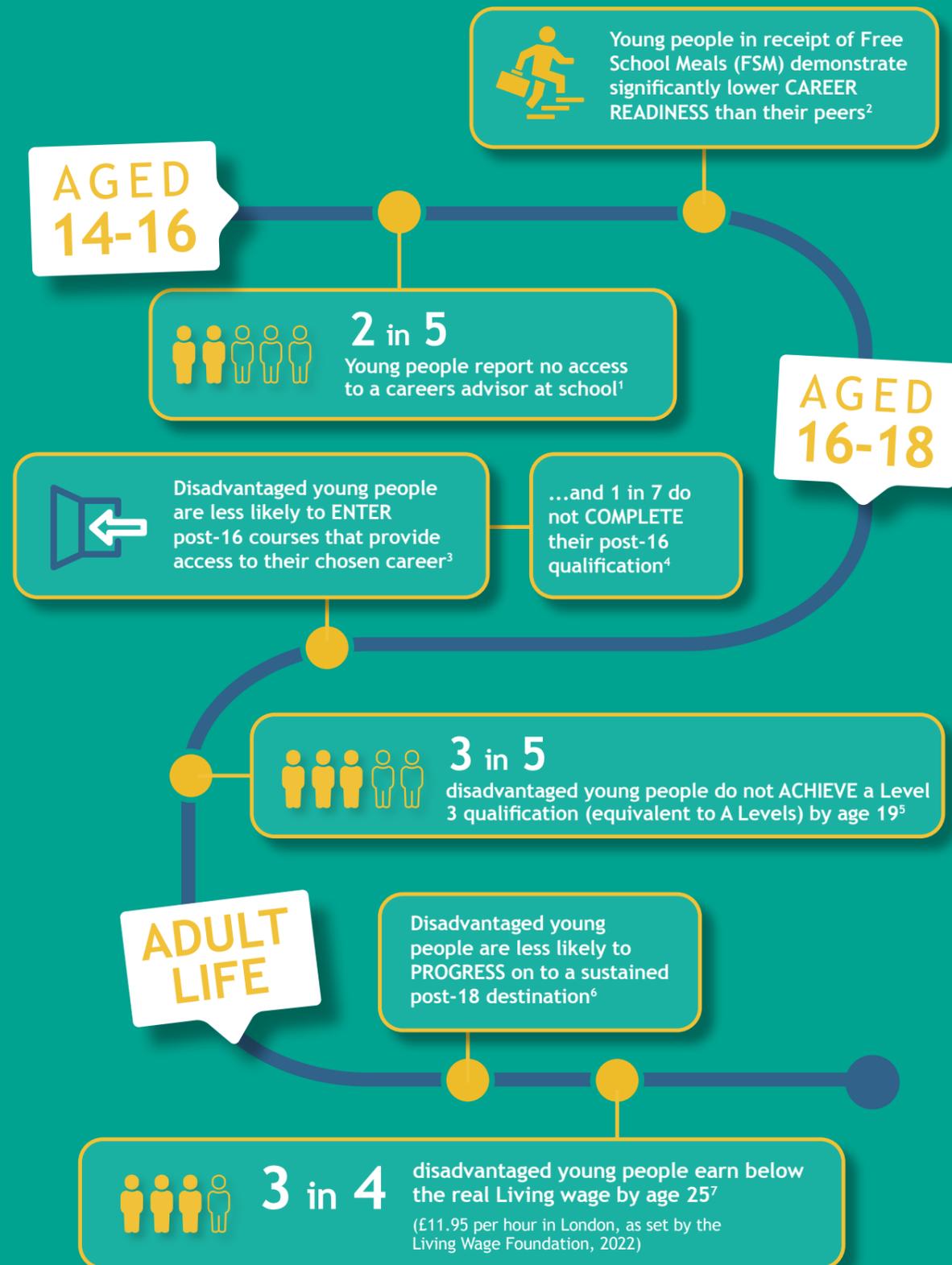
You can view more details on our programme, our partners and our impact by reading our most recent annual impact report.

DOWNLOAD ANNUAL IMPACT REPORT



THE NEED

At age 16, the majority of disadvantaged young people must make important decisions about their next steps into further education or training. Despite this, there is a striking lack of support, which is especially harmful for disadvantaged young people, who are less likely to have access to the knowledge and networks to make well-informed choices about their future.



THE BOARD OF TRUSTEES



Ben Williams CHAIR OF TRUSTEES

Ben is a consultant at Boston Consultant Group and was previously a Senior Policy Adviser at Her Majesty's Treasury. Ben has a range of experience as the Chair of Governors at Northumberland Heath Primary School and as a Director at the Woodland Academy Trust. Ben has a Master's in Public Administration from the University of Pennsylvania.



Hannah Moffat TRUSTEE

Hannah is a Manager at PwC Consulting, working within the Finance, Government and Health Industries team.



Sebastian Hare TRUSTEE & CO-FOUNDER

Sebastian is a Management Consultant at Deloitte. Sebastian also developed Future Frontiers in its early stages following on from his experience as a teacher in London.



Patrick Dempsey TRUSTEE & CO-FOUNDER

Patrick is a Director of Recruitment at Teach First. Patrick developed Future Frontiers in its early stages following his experience as a teacher in London. He is an experienced senior leader and non-exec in the education and mental health sectors.



Frances Soul TRUSTEE

Frances Soul is an experienced education and governance advisor. Until recently, she was National Director of Education for Academies Enterprise Trust, where she successfully supported the organisation through a period of change and rapid improvement.



Heather Burgess TRUSTEE

Heather is currently the Head of Philanthropy and Partnerships at the Education Endowment Foundation. Prior to this she was the Head of Trusts and Foundations at Teach First, and previously worked at the Kensington and Chelsea Foundation, a small community foundation in West London, doing a mix of fundraising and grant-making.



Celeste Cheung TRUSTEE

Celeste works at the Education Endowment Foundation (EEF) as a Senior Evaluation Manager. Her work involves commissioning and managing high quality, cost-effective evaluations in education, and providing evaluation guidance and support for researchers and academics. Prior to the EEF, she was the Research and Evaluation manager at The Brilliant Club. She holds a PhD in developmental cognitive neuroscience from Kings College London, with specialism in ADHD and autism.



Gary Phillips TRUSTEE

Gary is a qualified teacher and gained extensive senior management experience as a headteacher and deputy headteacher. He has worked with HMI Ofsted and is now a school improvement consultant for a number of multi-academy trusts.

THE ROLE

We welcome applications from a broad range of contexts and backgrounds; particularly those with significant strategic and leadership experience who have a track record of success and values-led working.

OVERVIEW

POST	Future Frontiers, Chief Executive Officer (CEO)
CONTRACT	Permanent (subject to 6 months probationary period)
HOURS	Full-time (we are happy to discuss flexible working options)
SALARY	£80,000 + (negotiable) Competitive pension and benefits.
LOCATION	Hybrid / London-office based
START DATE	August 2024

OVERALL PURPOSE

The Chief Executive Officer will have as their overarching purpose the realisation of the mission of the charity; to provide disadvantaged young people with the guidance, networks and opportunities they need to realise their potential at school and achieve post-16 qualifications that build towards secure, fulfilling employment.

They will be responsible for safeguarding, leadership, financial sustainability, management and administration of the charity in delivering against the mission and in the development and execution of strategy, in agreement with the Board of Trustees.

The Chief Executive Officer will support the Chair to ensure that governance arrangements of the charity are effective and in line with the requirements of the Charity Commission.

KEY DUTIES AND RESPONSIBILITIES

As Chief Executive Officer, the key responsibilities for which you will be accountable are:

LEADING AND MANAGING THE CHARITY

Assume stewardship of the charity with accountability of all the functions and responsibilities of the Chief Executive

Provide visible, ambitious and focussed leadership to build upon the charity's impact to date

Ensure that a long-term strategy is in place which will guide the charity in achieving its objectives, developing its income streams, ensuring its financial sustainability and measuring its outcomes and impact

Enthusiastically lead and manage our people, setting high professional standards and ensuring staff are focussed on achieving the mission

Ensure the charity's management and organisational structures are fit for purpose and facilitate continuous improvement

Be accountable for recruitment and retention, wellbeing and development of staff, and be a champion of equality, diversity and inclusion

Deploy resources, including staff and financial resources, in such a way that the charity's mission is delivered

Be responsible to the Board of Trustees for the overall outcomes of the charity.

INCOME GENERATION AND FINANCE

Take overall responsibility for financial management, business development and income growth

Ensure that the charity has the resources to operate as effectively and efficiently as possible both in the short and long term

Ensure sustainable income from diverse income streams, including schools, corporate and trust donations

Develop and nurture relationships with potential donors and corporates

Establish and monitor key indicators of the charity's finances

Agree and deliver to budget, maintaining a reserve level in line with policy, and determining appropriate longer-term investment

Ensure value for money, the avoidance of waste and extravagance, and efficient and effective use of all resources

KEY DUTIES AND RESPONSIBILITIES

PROMOTION OF THE CHARITY

Act as an ambassador for the charity, championing its interests locally and nationally at events with stakeholders and in the media

Ensure the charity is presented in an appropriate and professional manner to all its stakeholders

Create and maintain effective networks with key stakeholders and groups across sectors, including charities, corporates, and funders

Seek opportunities to expand and promote the role and mission of the charity and work closely with others in the wider sector

Build relationships to maximise opportunities to contribute to the development and implementation of policy to advance the charity's mission

WORKING WITH THE BOARD

Establish and maintain an effective working relationship with the Chair and the Board of Trustees

Support the Chair in ensuring the continued engagement/ involvement of all members of the Board.

Ensure appropriate presentation and reporting to the Board (and its sub committees and advisory groups) on the progress of the charity and on all matters relevant to the discharge of the Board's responsibilities.

As appropriate, monitor and advise on the governance and organisational structures of the charity to best meet its strategic objectives

Ensure the charity fulfils its legal, statutory and regulatory responsibilities

PERSON SPECIFICATION

QUALIFICATIONS, TRAINING AND PROFESSIONAL DEVELOPMENT

Evidence of recent commitment to your own professional development

ESSENTIAL

DESIRABLE

EXPERIENCE

Successful experience and a proven track record of leadership, or a senior role, in an organisation.

ESSENTIAL

DESIRABLE

Successful experience of managing and motivating people, driving and evaluating performance, and building a positive and inclusive culture.

ESSENTIAL

DESIRABLE

Successful experience working in, for or with schools and/or businesses to improve outcomes for young people.

ESSENTIAL

DESIRABLE

Successful experience of holding budget responsibility and making effective use of organisational resources.

ESSENTIAL

DESIRABLE

Successful experience of working effectively with a board of trustees and understanding of the implications of governance in a charity context.

ESSENTIAL

DESIRABLE

CORE COMPETENCIES

Highly visible and approachable, empathetic and both enjoys and is effective engaging at all levels from beneficiaries to donors.

ESSENTIAL

DESIRABLE

Demonstrates sound judgement, prioritises risks effectively, resilient and robust whilst also showing compassion in dealing with issues.

ESSENTIAL

DESIRABLE

Ability to remain calm under pressure, holding ambiguity well, and reflecting before making important decisions.

ESSENTIAL

DESIRABLE

Listens and consults effectively. Ensuring all stakeholders feel included, listened to, and empowered to bring about change themselves.

ESSENTIAL

DESIRABLE

Negotiating and influencing through persuasion and consensus building.

ESSENTIAL

DESIRABLE

People-oriented and generous, ability to secure healthy effective working relationships, motivating staff to focus on priorities and long-term mission.

ESSENTIAL

DESIRABLE

Deep commitment to and strategic understanding of safeguarding and promoting the welfare of children and vulnerable adults. Willingness to undergo appropriate checks, including enhanced DBS checks.

ESSENTIAL

DESIRABLE

PERSON SPECIFICATION

KNOWLEDGE		
Deep understanding of social inequalities and the need we seek to address.	ESSENTIAL	DESIRABLE
Knowledge of people leadership principles and best practices in human resources management.	ESSENTIAL	DESIRABLE
Knowledge of frameworks, best practice and statutory guidance on careers education in schools and colleges.	ESSENTIAL	DESIRABLE

SKILLS		
Good commercial acumen to develop and optimise existing and emerging funding opportunities.	ESSENTIAL	DESIRABLE
Demonstrated proficiency in business development activities, establishing valuable networks, and commanding credibility with business leaders and Board	ESSENTIAL	DESIRABLE
Ability to analyse and process complex information and data rigorously and quickly, using data to inform decision making.	ESSENTIAL	DESIRABLE
Ability to challenge the status quo, questioning assumptions and encouraging staff to express views.	ESSENTIAL	DESIRABLE
Effective communication in an inspiring manner across a wide range of internal and external stakeholder groups.	ESSENTIAL	DESIRABLE
Well-developed presentation skills and comfortable with public speaking.	ESSENTIAL	DESIRABLE

HOW TO APPLY

ImpactEd Consulting is acting as recruitment advisor to the Future Frontiers Board of Trustees on this appointment.



To apply for this role, please start your application on the Applied portal.

[CLICK HERE TO APPLY](#)

You will need to complete your personal details, upload your CV and answer a set of short questions.

We only accept applications made on the Applied portal.

CLOSING DATE FOR APPLICATION	9 am, Friday 5 th April
SHORTLISTING AND CANDIDATE NOTIFICATION	w/c 15 th April
ROUND 1 INTERVIEWS	w/c 22 nd April
ROUND 2 INTERVIEWS	w/c 6 th May

The assessment process will include written and presentation activities, with opportunities to meet our senior leadership team and trustees. Interviews will be held in London.

We are happy to consider any reasonable adjustments that candidates may need during the recruitment process. If you require any adjustments for any part of the process, please add details to the reasonable adjustment question on the application form on Applied.

If you have any questions based on any aspect of the appointment process, require additional information, or would like to arrange an informal conversation with the Chair of Trustees, please contact Dr Rajbir Hazelwood, ImpactEd Consulting Director, at talent@impactedgroup.uk.

EQUAL OPPORTUNITIES

Future Frontiers is committed to its equality and diversity policy. We want to do all we can to prevent discrimination in any form. We ask all candidates to please complete the Equality Opportunity Monitoring Form on Applied. Completion of the Equality Opportunity Monitoring Form is optional. Any responses you give will assist us in our commitment to equality, diversity and inclusion in the workplace. Your responses will be kept strictly confidential and will not be used in any decisions affecting you.

SAFEGUARDING

Future Frontiers is committed to safeguarding and promoting the welfare of the children and young people that we work with.

View our related policies:

[Safeguarding Policy](#)

[Safeguarding Prevention, Protection and Supportive Measures](#)

Future Frontiers meets statutory requirements in relation to Disclosure & Barring Service – all staff and volunteers who work with Future Frontiers who meet the 'regulated activity test' (Freedoms Act 2012) are required to undergo an enhanced DBS check prior to employment.

