ASSOCIATE DIRECTOR, MYTIME YOUNG CARERS BUCKS

Reports to: Director of Operations

Salary: £50,000 per annum

Hours: 37.5 per week, permanent

Location: Buckinghamshire, hybrid, with regular time at our head office in Broadstone, Dorset

Start date: February 2027

Our purpose: At MYTIME Young Carers, we're on a mission to level the playing field for young carers. These incredible young people take on significant responsibilities - often unsupported. We believe they deserve the same opportunities, friendships, and support as every other child. MYTIME is a rapidly growing organisation with bold ambitions to create systemic change for young carers across the UK. As a positive and disruptive force challenging the status quo, we're looking for someone who shares our passion and drive to make a lasting impact. We've won the **Children & Young People** category at **The Charity Awards** and are scaling proven programmes nationally from our Dorset base.

The opportunity: In 2027 we are launching **MYTIME Young Carers Bucks**. For more than 20 years, Carers Bucks supported unpaid carers across Buckinghamshire. It has chosen MYTIME to carry forward its legacy for young carers, transferring its reserves and Sylvia's Fund, an endowment for young carers in Bucks. Bucks schools have identified around 1,900 young carers, and we hope to give them access to further support via the MYTIME Level Up Programme, Making Memories Programme, and the Employability Programme.

Job Overview: We're looking to hire a brilliant, entrepreneurial **Associate Director** to build and lead MYTIME Young Carers Bucks. You will be the leader and public face of MYTIME in Bucks, owning both delivery and income generation, building a high-performing local team, and reaching around 500 young carers a year initially. You will be line managed by our Director of Operations and supported by our CEO and Director of Programmes, with MYTIME's central teams behind you. As part of our wider

leadership team, you will contribute to cross-organisational strategy and decision-making.

PURPOSE OF THE ROLE

- **Build and lead** MYTIME Young Carers Bucks from the ground up: its team, base, partnerships and reputation.
- Ensure Bucks programmes deliver **measurable improvements** in wellbeing, confidence, future opportunities and recognition in school for young carers.
- Build a **sustainable local income base** so the service thrives beyond its start-up investment.
- Be the **figurehead** for MYTIME in Bucks, championing young carers with partners, funders and decision-makers.

RESPONSIBILITIES

Leadership & establishment

- Lead the implementation of MYTIME Bucks with the Director of Operations, translating the business plan into clear milestones, budgets, and risk management.
- Recruit, onboard, and develop the Bucks team, and build an inclusive, MYTIME values-led culture that is both ambitious and compassionate.
- Secure and set up a Bucks office base, working with the Office Manager and central teams.
- Capture and build on the local knowledge and relationships handed over by Carers Bucks.

Delivery & impact

- Launch Making Memories in summer 2027, then phase in Employability, TEMPO and our schools programmes, including the Young Carer Champion Academy.
- Work with the Director of Programmes to ensure Bucks delivery aligns to the MYTIME programme model and quality standards.
- Embed consistent **outcomes measurement** from day one, using the MYTIME theory of change and evaluation frameworks.

- Ensure activities are accessible, including transport support and support for young carers with SEND.
- Build a Bucks volunteer base, with inductions and DBS checks in line with MYTIME policy.
- Put young carers' voices at the heart of the Bucks service, working with our Youth Action and Advisory Board.

Income generation

- Lead the Bucks income generation strategy across trusts and foundations, corporate partnerships, community fundraising, and major donors, working with the future Bucks Corporate and Community Fundraiser and our central Fundraising team.
- Build on Carers Bucks' existing relationships with funders, supporters, and philanthropists.
- Deliver agreed income targets and milestones, with a focus on multi-year commitments.
- Work with Fundraising and Communications on bids, reporting, and storytelling rooted in evidence.

Partnerships & advocacy

- Grow strategic relationships with schools/MATs, Buckinghamshire Council, Mobilise, health and community partners, building clear referral routes.
- Represent MYTIME at senior level meetings and events in Bucks, and in the media.

Quality, risk & compliance

- Own the Bucks risk register: ensure safeguarding, EDI, H&S, GDPR and data-sharing are in place and audited.
- Deputy Designated Safeguarding Lead for Bucks – reporting to the central Designated Safeguarding Lead

Budget & resources

- Hold the Bucks budget with the Director of Finance, managing the start-up reserves and funding runway and achieving value for money.

- Ensure Sylvia's Fund income is applied to eligible activities and reported accurately.
- Report regularly on delivery, income, finance and risk to the Director of Operations, CEO, and Board of Trustees.
- Commission and manage suppliers, venues and activity providers; ensure contracts meet standards.

QUALIFICATIONS AND EXPERIENCE

- Senior leadership in a charity, public or social-purpose organisation, having **built and led a high-performing team**.
- Proven track record of **securing significant income** from at least two of: trusts and foundations, corporate partners, community fundraising and major donors.
- Experience of **leading services for children, young people or families** and delivering measurable outcomes.
- Excellent partner management: schools/MATs, local authorities, commissioned providers and businesses.
- Entrepreneurial, resilient **decision-maker** who is comfortable building something new and owns results.
- Skilled in **data-informed delivery** and practical evaluation.
- Deep commitment to **safeguarding, EDI** and strengths-based practice.
- Comfortable with budgets, contracts and operational risk.
- Clear, persuasive communicator, confident as the public face of an organisation.
- Able to travel across Buckinghamshire and to our Dorset head office, with some evening and weekend work. Full driving licence and access to a car.

DESIRABLE

- Experience of **setting up a new service**, team or office.
- Experience working with **young carers** or carers' services, or adjacent fields (SEND, inclusion, youth mental health).
- Knowledge of, and networks in, **Buckinghamshire**.

- Experience of securing multi-year funding, or of managing endowments or restricted funds.
- Experience relevant to our mission.

OUR VALUES

- **Tenacity:** we work relentlessly to elevate the position of young carers across society.
- **Compassion:** we model ourselves on the young carers we serve and operate from a place of kindness, always.
- **Accountability:** we accept responsibility for accelerating meaningful change for young carers and take full ownership of our successes and failures.
- **Collaboration:** we believe in collective action, celebrating community over competition.
- **Authenticity:** we represent the authentic voice of young carers and stay true to them in everything we do.

SAFEGUARDING

- Promote and support the safeguarding of young people and vulnerable adults
- Undertake regular safeguarding training as required
- Ensure that all MYTIME-organised events are risk assessed and comply fully with Health and Safety Regulations
- This post requires an enhanced DBS check with a children's barred list check

MYTIME Young Carers Bucks is being established through a transfer of assets from Carers Bucks. Appointment is subject to completion of this transfer.