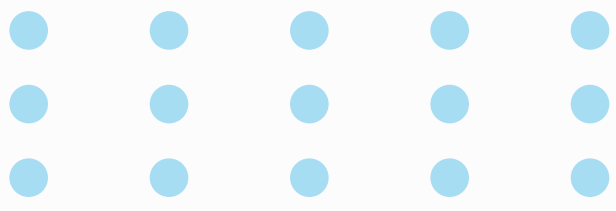


Recruitment Pack

Operations Director (Temporary Contract)



Thank you for your interest

Thank you for your interest in this role with us, I am delighted that you have taken the time to review this recruitment pack.

Youth Employment UK is a not for profit organisation with an 12 year history. We are the leading youth employment expert, working with young people, employers and policy makers. Our work is as important today as when I founded the organisation, in fact possibly even more so as the world around young people and youth employment grows more complex.

We are looking for a Operations Director to join our small but mighty team on a temporary basis as we continue our growth and development. We have huge ambition and appetite for the work we do and are looking to bring in someone who can help to ensure our internal systems and structure can withstand our growth and ambitious delivery plans.

If you are passionate about young people and their future and you are ready for an incredibly exciting, innovative and rewarding work environment with colleagues who walk shoulder to shoulder then I urge you to apply.

Join us and help us tackle youth unemployment.

WWW.YOUTHEMPLOYMENT.ORG.UK



Laura-Jane Rawlings MBE
CEO - Youth Employment UK





Experts in Youth Employment

Youth Employment UK is a not-for-profit social enterprise actively tackling youth unemployment.

Our expertise, services and advice is centred on the voices of young people. What they are experiencing, what they think is working and what they want and need from the systems and people around them.

Core Aims



Give young people a voice on the youth employment issues that affect them



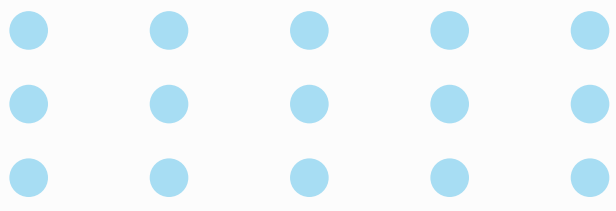
Support young people on their journey to employment with a range of skills and careers support



Support organisations to develop and be recognised for their youth friendly employment practice and connecting young people to Youth Friendly Employers



Provide expert insight across all youth employment policy areas



Our Operations

Youth Employment UK continues on a growth trajectory, in the past 2 years we have increased staff number, activity, impact and resources by 50% year on year. With an ambitious strategy there is a need to strengthen our systems and processes to keep up with our external work.

Based in Kettering, we are currently a team of 14 with additional resources from 2 contractors. 80% of staff are office based with both remote and flexible working available. We anticipate hiring 4 new staff members in the first quarter 2024.

We operate a website that over 3 million young people engage with annually and host HR expertise for hundreds of employers nationally. In addition, we run a number of projects across education, research and policy. The increase in projects and a shift to update our commercial offering provides an opportune time to review processes, procedures and the infrastructure supporting our work.

Currently, this activity absorbs most of the capacity of the CEO and Deputy CEO who need to move their roles out of operation focus and to more external facing roles. This post is a temporary post for an initial 6 months but does have the potential to be extended further depending on the needs of the organisation and fit for the role.



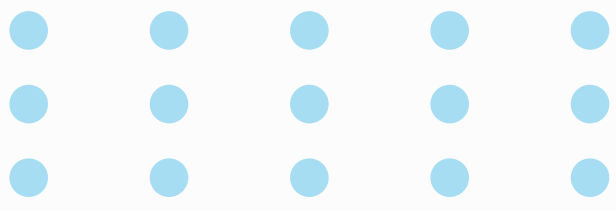
The Job Purpose

We are looking for someone who is experienced in operations management and can take our internal systems and processes to a new level.

This role works closely with the CEO and Deputy CEO, and will be responsible for taking on the day to day operations of Youth Employment UK and building our internal systems and capacity so that our Office Manager can then take the reins to run the operations.

Responsibilities:

- Review, develop and implement operational policies and procedures that improve efficiency and quality.
- Oversee the company's HR, Finance, IT, and Project Management systems to ensure they are running efficiently.
- Support the Office Manager to develop into the role to lead some of the operations functions such as HR and Finance.
- Support the CEO and Deputy CEO to build quality and efficiency in our governance structures and reporting systems, linking our Board activity into our operational planning.
- Work with department heads to identify areas for improvement and implement changes.
- Ensure that all departments are working together effectively to achieve company goals.
- Monitor and analyse operational performance to identify areas for improvement.
- Develop and implement strategies to improve operational performance.
- Ensure that all operations are in compliance with relevant laws and regulations.



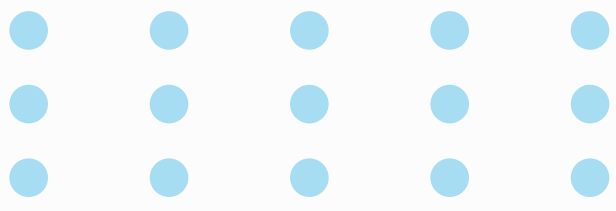
Who you are

You will be someone with experience of operations management and leadership, a critical thinker, who is able to analyse system challenges and present back and implement solutions that improve efficiencies and support people and culture.

It is important that you have a high technical standard of knowledge across HR and Finance Systems as well as IT as there are a number of projects in these particular areas that you will lead on. You will also have great people skills and be able to inspire, support and develop colleagues so that new systems really are fit for purpose and can be fully utilised and embedded across the whole organisation.

You will be used to developing effective systems and processes and implementing them company wide. Ideally, you will be familiar with our current programmes Monday.Com, Google Business Suite and Sage.

Youth Employment UK are a Disability Confident and Youth Friendly Employer. We encourage applications from a diverse range of candidates, let us know if we can make any adjustments to the recruitment process to support your application.



The Package

Working Hours: This role could suit both part-time or full time candidates 22.5- 37.5 hours a week.

This is a temporary 6 month contract.

Location: Kettering office

Salary: £55,000 - £65,000 f.t.e depending on experience

Benefits:

- 25 days annual leave (pro rata) in addition to bank holidays; 4 wellbeing days and 2 volunteering days per year
- Breakfast & lunch provided
- 2pm finish on Fridays
- Dog friendly office
- Standard pension scheme package

Reporting to: CEO

Line Management: 1 x Office Manager

Budget: Some budget responsibilities

Training: TBC

Additional Benefits:

- Annual appraisal and pay review
- Commitment to your development through training and mentoring, regular lunch n' learns
- Opportunity to attend a wide range of events
- A social and fun working environment, regular team activities including sports day, quizzes and bake off




Application Process

We require interested applicants to send through a CV and Covering Letter to our Office Manager Susan Ryan - susan@youthemployment.org.uk

Please answer the following 2 questions in your Cover Letter:

- What areas of Youth Employment UK's work most interest you?
- What would be your approach to looking at operational efficiencies?



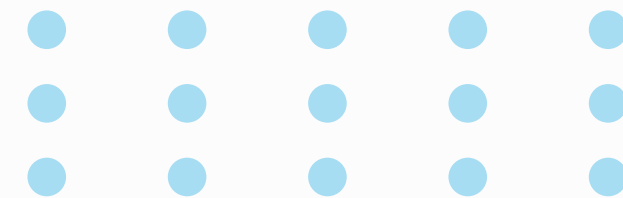
Deadline for application is the 1st February

Once applications have been reviewed there will be a 2 stage interview process.

Stage 1: informal interview via zoom. Proposed dates 12th/13th February.

Stage 2: an in person interview which will include a presentation to a selection of colleagues, meeting the staff team and visiting our Kettering base. Proposed dates for interview are 15th-16th February.

All candidates will be required to complete an enhanced DBS & employment is subject to references being received.



Contact & Connect

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Email

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Website

www.youthemployment.org.uk

Socials



Twitter:

[@YEUK2012](https://twitter.com/YEUK2012)



Facebook:

[@YouthEmploymentUK](https://www.facebook.com/YouthEmploymentUK)



LinkedIn:

[@YouthEmploymentUK](https://www.linkedin.com/company/YouthEmploymentUK)



Instagram:

[@youthemploymentuk](https://www.instagram.com/youthemploymentuk)