



**YOUNG ENTERPRISE JOB DESCRIPTION**  
**Assistant Director of Partnerships and Delivery**

Job Title	Assistant Director of Partnerships and Delivery
Department	Programmes and Delivery
Salary	£60,750 - £65,000
Pay Grade	8
Hours	Full-Time, 37.5 hours / 5 days per week (1.0 FTE) (Flexible working considered)
Reporting to	Director of Programmes and Delivery
Duration	Fixed Term - Two Years, with potential to extend
Direct Reports	Several
Location	<i>Hybrid (Working from our Central London Office a minimum of 8 days a month) preferred, but other locations will be considered: Regular travel across the UK will be expected.</i>
Main Job Purpose	<p><b>Role Purpose</b></p> <p>A central focus of the role will be working closely with the senior leadership team to design and implement a new Target Operating Model (TOM) for Young Enterprise. The postholder will take a collaborative and consultative approach, engaging colleagues, volunteers and educational leaders to fully understand how the organisation operates, and using their commercial insight and strategic acumen to identify opportunities for improvement. They will lead the development of a range of evidence-based TOM options, underpinned by analysis and clear rationale, to present to the Board for consideration and decision-making.</p> <p>The new operating model will be designed to empower colleagues and volunteers, creating greater simplicity, clarity, and efficiency, while strengthening Young Enterprise's ability to deliver impact for young people.</p> <p>The post holder will also provide strategic leadership across Young Enterprise's partnership and delivery function, leading and enabling regional teams, driving excellence, innovation, and alignment during a key period of organisational change and renewal.</p> <p>Alongside this, the postholder will lead the ongoing development and delivery of high-quality partnerships and programmes that advance the Transforming Futures Strategy. They will foster a "one team" culture across programme design, delivery, and volunteering, promoting collaboration, continuous improvement, and shared learning.</p> <p>As part of the senior leadership team, the postholder will contribute to organisational direction, culture, and impact—championing inclusivity, safeguarding, and evidence-based practice across all areas of work, and ensuring Young Enterprise is positioned for long-term sustainability and success.</p> <p><b>Key Responsibilities</b></p> <p><b>Strategic Leadership</b></p> <ul style="list-style-type: none"><li>• Lead the review of the operating model to strengthen efficiency, sustainability, and impact.</li></ul>



- Provide strategic leadership for partnership and delivery activity, ensuring alignment with Young Enterprise's **Transforming Futures Strategy** and quality standards.
- Work collaboratively with the Assistant Director of Programmes and Services and the Head of Volunteering and other functions to ensure seamless connection between programme design and delivery and YE colleagues and volunteers.
- Drive innovation and continuous improvement, identifying opportunities for growth, influence, and deeper engagement across the education and youth sectors.
- Ensure safeguarding, inclusivity, and evidence-based practice are embedded across all partnership and delivery work.

#### **Partnerships and Stakeholder Engagement**

- Build, maintain, and strengthen strategic relationships with key external stakeholders, including schools, colleges, funders, and partner organisations.
- Represent Young Enterprise externally, promoting its mission, impact, and strategic priorities across networks, partnerships, and sector forums.
- Work collaboratively with colleagues in fundraising and business development to identify opportunities for partnership growth and shared value creation.
- Promote collaboration between external partners and internal teams to maximise reach, efficiency, and mutual learning.

#### **Operational Delivery and Excellence**

- Lead and oversee delivery teams to ensure all programmes are delivered to a consistently high standard, meeting quality, safeguarding, and health and safety requirements.
- Lead performance monitoring and reporting for delivery activity, using evidence and data to inform decision-making and continuous improvement.
- Support alignment between national strategy and regional delivery, ensuring local insights inform planning and operational priorities.
- Champion effective resource use, ensuring delivery models are efficient, sustainable, and maximise impact.

#### **Leadership and Culture**

- Model Young Enterprise's values and promote a culture of collaboration, inclusivity, and shared learning across teams.
- Lead, support and motivate the delivery team, setting direction, building capability, and fostering a high-performing, collaborative culture focused on quality and impact
- Lead in an open and consultative way, engaging colleagues at all levels to understand challenges and co-create solutions.
- Support the professional development and wellbeing of colleagues, fostering a high-performing and motivated team culture.



	<ul style="list-style-type: none"><li>Contribute to organisational leadership as part of the wider senior leadership team, supporting cross-functional initiatives and collective decision-making.</li></ul>
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**The above tasks are not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the charity and its overall objectives.**

<b>Skills/ Attributes/ Knowledge/ Experience</b>	
<b>Essential</b>	<ul style="list-style-type: none"><li>Proven experience of developing, managing, and delivering models for complex partnerships or programme operations.</li><li>Strong leadership and people management skills, with experience of motivating and developing multi-disciplinary teams.</li><li>Evidence of leading initiatives with measurable outcomes and operational excellence.</li><li>Excellent relationship management skills, with the ability to influence, collaborate, and build trust across teams, stakeholders, and partners.</li><li>Strong written and verbal communication skills, with experience representing an organisation externally.</li><li>Ability to apply evidence, data, and insight to inform planning, performance monitoring, and continuous improvement.</li><li>Demonstrable commercial acumen, including the ability to make resource-efficient decisions, identify growth opportunities, and ensure sustainable impact.</li><li>Experience of embedding high standards of quality, compliance, and risk management across operational delivery.</li><li>Awareness of the guidelines and legislation around confidentiality and working with sensitive information, and the necessity to follow YE policies and procedures.</li><li>An awareness of safeguarding and a willingness to undertake training and ensure YE's safeguarding policy is adhered to at all times.</li></ul>
<b>Desirable</b>	<ul style="list-style-type: none"><li>Experience of working at a senior level within the education, youth, or voluntary sector.</li><li>Understanding of the education landscape, including schools, colleges, or universities.</li><li>Experience of working in organisations with volunteer-led operations and a strong volunteering culture.</li><li>Knowledge of safeguarding, inclusivity, and quality assurance processes in educational or youth-focused settings.</li><li>Familiarity with income generation, partnership fundraising, or business development in charitable or educational contexts.</li></ul>



## Young Enterprise Core Values

### Young Enterprise has 4 Core Organisational Values

#### **Unlocking Potential**

Recognising and developing the potential of all - in our organisation, in the young people we champion and the stakeholders we work with.

#### **One Team**

Working together effectively to achieve our goals.

#### **Enterprising and Resilient**

Embracing change, innovating, adapting and responding to challenges and opportunities.

#### **Creating Great Impact**

Aiming for the biggest impact on young people and their educators.

**All YE Staff are expected to model these values at all times.**

## Keeping Young People Safe

Safeguarding is the action that is taken to promote the welfare of children and vulnerable adults and protect them from harm.

At Young Enterprise, we take our commitment to safeguarding children and vulnerable adults seriously. We design our roles, programmes and services with safeguarding in mind; conduct thorough checks on new employees in line with UK safeguarding legislation; and ensure that our people have the safeguarding knowledge and skills they need to do their role, and are supported to regularly refresh their training.

All successful applicants in eligible roles that involve contact with young people will need to undertake an enhanced DBS (Disclosure and Barring Service) Check prior to starting in the role, and at subsequent 3-year intervals. In addition, no Young Enterprise employee will at any point be unaccompanied while in the presence of children under the age of 18.

In line with the Rehabilitation of Offenders Act 1974, in the vast majority of cases DBS checks which contain information on previous convictions will not disqualify an individual from working with us. If you have any questions please contact the Young Enterprise HR Team at [hr@y-e.org.uk](mailto:hr@y-e.org.uk).