Social Investment Business

YOUTH MATTERS FUND

Recruitment Pack - SIB044

Head of Youth Empowerment

disability confident EMPLOYER

We are a Living Wage Employer

Salary	£70,000 per annum WE SHOW THE SALARY
Hours	Full time - flexible working
Job Type	Fixed term for 3 years
Location	Remote with some mandatory travel to London and travel nationally
Reports to	Director - Youth Matters Fund
Direct Reports	Operations Manager
Key Relationships	Youth Panel Partnership Members/Youth Engagement Group

About the Youth Matters Fund

The Youth Matters Fund (YMF) is a national programme designed to improve the availability, quality and long-term sustainability of youth provision across England, with a particular focus on underserved places and young people who face the greatest barriers to accessing positive activities and trusted adult support. It is funded by DCMS and is part of the National Youth Strategy.

The Fund is expected to distribute approximately £400 million in grants for the construction and improvement of youth facilities, essential equipment and revenue-funded activities, creating or enhancing up to 250 facilities and supporting fuller use of up to 2,500 youth spaces in 60 local authorities. Delivered through a partnership led by Social Investment Business, the programme will bring together expertise in grant management, youth work, local partnerships, community funding, construction and legal assurance.

Young people are central to the Fund's design, delivery and decision-making, including through paid roles, grant panels, advice and guidance, local partnerships and work-experience opportunities. The Fund's overall purpose is to secure rapid improvements in youth services while strengthening the youth workforce, building meaningful local partnerships, attracting complementary funding and creating a sustainable legacy for young people, communities and the wider youth sector.

About Us

At Social Investment Business (SIB) we finance social change. Through a mix of funding, investment and innovation, we back the organisations that make up the social economy – those tackling inequality, improving lives, and driving positive change every day. Our role is to provide the support, flexibility, and trusted partnership they need to thrive.

While social investment is defined as the use of repayable finance, like loans or shares, to help charities and social enterprises, our work at SIB goes beyond this. As well as repayable finance, we provide a wide range of support to the social sector including grants, blended finance, expert support and innovation.

As one of the UK's largest social investors, we've deployed over £0.8bn in loans and grants since 2002. We've supported more than 6,000 charities and social enterprises to build a fairer society, while using our expertise to research, innovate and advocate for the sector.

Read our full 2030 strategy.

About You

You will bring an approachable and empathetic manner, with the ability to build trust with young people. Confidence, resilience and comfort working through ambiguity and change are essential, alongside curiosity, open-mindedness and a willingness to listen, reflect and adapt.

A calm and consistent approach when handling sensitive issues or competing priorities is important, as is authenticity, accountability and commitment to SIB's values.

Why This Role Matters

You will lead the design and delivery of youth participation across the Youth Matters Fund, an area of high priority for the fund, ensuring young people have genuine influence and decision-making authority throughout the programme.

You will oversee the Youth Steering Group, embed young people within grant-making and programme governance, and lead paid roles and work-experience opportunities for young people aged 16–24.

Working closely with SIB colleagues and youth-sector partners, you will develop accessible training, support and engagement approaches that enable young people to contribute safely and meaningfully to assessments, panels, local activity and site visits. You will work with the designated safeguarding lead to ensure strong youth-facing safeguarding arrangements and will monitor and evidence the quality, reach and impact of young people's involvement.

You will also contribute to and take responsibility for excellent grant making across the fund, ensuring that grants are made appropriately and in a timely manner, taking into account youth voice.

What You'll Be Doing

Youth Governance and Decision-Making

- Convene and support the YMF Youth Steering Group; embed young people as direct decision-makers on the equipment strand and as participants in revenue and construction decisions.
- Lead youth-led co-design activity to shape fund criteria, eligibility requirements, assessment frameworks and participation approaches across all funding strands.
- Work closely with DCMS colleagues as required on youth participation and partnership matters alongside the YMF Director, leading conversations and meetings on this topic.

Youth Employment and Development

- Oversee the delivery of up to 500 quality work-experience opportunities across the partnership.
- Design and deliver training and support so young people can participate meaningfully and safely in decision-making, assessment and site visits.

Team Direction and Technical Assurance

- Lead, coach and develop team members through regular support, feedback and performance conversations, promoting engagement, wellbeing, capability development and high performance in line with SIB values and objectives.
- Contribute as part of the YMF leadership team, sharing responsibility for the Fund's strategic direction, performance and culture, and working collaboratively with fellow leaders across the programme.
- Support the development and continuous improvement of policies, frameworks, guidance and best practice across the programme.

Inclusive Participation and Local Engagement

- Ensure youth participation is inclusive, accessible and representative, supporting young ambassadors, advisers and decision-makers across local communities.
- Convene youth advisory and expert input, working with SIB and youth-sector partners, including National Youth Agency (NYA) and UK Youth, on youth roles and the practitioner support needed for delivery.
- Work with partners, local youth partnerships and funded organisations to strengthen youth voice and youth-led decision-making.

Safeguarding and Safe Practice

- Own, with the designated safeguarding lead, the youth-facing elements of the YMF safeguarding architecture, including DBS and safer recruitment, consent, risk assessments and accessible routes for raising concerns.

Impact, Learning and Legacy

- Evidence youth influence, including decisions made by and with young people, grants made by young people, and Youth Steering Group feedback on involvement.
- Capture, evaluate and share evidence, learning and impact arising from young people’s involvement to inform ongoing delivery and the Fund’s legacy.

Values and Behaviours

- To promote and embed SIB values: accountability, boldness, collaboration, curiosity, putting people first – while also championing equality, diversity and inclusion.
- For YMF, to champion the purpose and objectives of the Fund and similarly to act with integrity, transparency and accountability.
  - Promote equality, diversity and inclusion in all aspects of programme delivery.
  - Foster collaborative relationships with delivery partners and stakeholders.
  - Demonstrate a strong commitment to responsible stewardship of public funds.
  - Maintain a focus on delivering sustainable outcomes for young people.

The Skills & Experience You'll Bring

Essential Experience / Competencies

- Deep youth-sector/youth-work credibility, a genuine practitioner understanding of youth voice and active participation.
- Experience embedding young people in real decisions, within participatory grant-making, youth panels, or lived-experience governance with actual authority.
- Safeguarding leadership, by designing and running safe practice for direct work with under-18s and vulnerable young people.
- Ability to make participation operational, turning principle into workable panels, training, roles and evidence within a large programme.

Essential Skills and Attributes

- Committed to meaningful youth participation and shared decision-making.
- Inclusive and accessible, engaging young people from diverse backgrounds.
- Collaborative, building strong relationships across partners and teams.
- A clear, confident and adaptable communicator.
- Sound judgement, integrity and safeguarding awareness.
- Organised, practical and delivery-focused.
- Reflective and evidence-led, using learning to improve practice.
- Committed to equity, diversity, inclusion and safe practice.

Strongly Desirable

- Networks across the youth sector (NYA/UK Youth ecosystem, #iwill); experience employing and supporting young people in a workplace; knowledge of the National Youth Strategy.

Our Values

We are inspired by our five core values which are fundamental to the relationships with the charities and social enterprises we support, our behaviour towards each other and the manner in which we conduct our everyday work.

Putting people first

Bold

Collaborative

Curious

Accountable

Rewards and Benefits

Pay and Reward

- Support for financial wellbeing beyond salaries with: a generous pension scheme, life insurance, enhanced maternity, paternity /partner leave pay and access to Perkbox, a platform you can use to access discounts and savings

Wellbeing Benefits

- £300 per annum Wellbeing Benefit paid quarterly to support wellbeing through healthcare, fitness, personal development, mental health
- Digital Detox Closedown - regular detox afternoon whereby the business is closed for business from 1pm once a month
- EAP including access to virtual GP, Physiotherapist, Dietician and bereavement, eldercare and cancer support

Holiday entitlement

- 25 days per year increasing 1 day per year up to 30 days with each complete year of service
- Additional day of birthday leave
- Supporting employees to carry out volunteering by providng 2 additional days leave per year for this purpose

Remote Working

- Full time working from home with paid travel to bi-monthly in person meetings
- £400 per annum Remote Working Benefit paid quarterly to support with Broadband / utility bills

Green Tech

- Permanent employees can lease an electric vehicle via Salary Sacrifice making savings on tax and NI
- Everyone can access £500 discount on either solar or heat pump installations

Diversity and Inclusion

At SIB, we want our team to represent the diversity of the people and communities that we serve. We also want our organisation to be one where different backgrounds, experiences, expertise and perspectives are valued, and where everyone is encouraged to grow and develop. This means that when recruiting we actively seek to reach a diverse team.

Use of AI

We welcome applications in an applicant's own words and discourage applicants from using automatically generated software to ensure transparency, fairness, authenticity, and the accurate assessment of each individual's skills, experience, and suitability for the role.

Data Protection

We are committed to protecting your personal data and handling it in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. The personal information you provide during the recruitment process will be collected, processed and stored for the purposes of assessing your suitability for employment, communicating with you about your application, and fulfilling our legal and regulatory obligations.

Further details about how we handle your personal data can be found in our **Data Privacy Policy.**