



CITY YEAR UK


Appointment of a Chief Executive Information Pack

JUNE 2025



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EDUCATIONAL INEQUALITY**

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Message from the Chair of the Board



Dear Prospective Candidate,

On behalf of the Board of Trustees, I'm inviting you to consider the exceptional opportunity to become the next Chief Executive of City Year UK.

For the past 15 years, we've been proudly standing alongside children and young people across the UK, helping them discover their potential and believe in what they can achieve. As a leading youth and education charity, City Year UK inspires and empowers young people to dedicate a year of service — volunteering with us to support children in schools, reducing youth unemployment, and strengthening communities.

As City Year mentors, these young people work in schools serving children who are often furthest from opportunity — offering consistent, caring support that helps children feel valued, motivated, and capable of success. By building strong relationships, boosting confidence, and encouraging a love of learning, our City Year mentors make a lasting difference in the lives of the children they serve.

As our current CEO prepares to move on after seven incredible years of leadership, we're looking for a visionary new leader to take City Year UK into its next chapter. This is a thrilling moment of possibility — an opportunity to shape the future of a movement that's changing lives. With strong foundations in place, we're ready to grow our impact, invigorate and expand the delivery of our programmes, and raise our voice even louder in support of children and young people across the UK, as a flagship programme for the UK Year of Service.

We are looking for an inspiring leader who is passionate about unlocking the potential of young people, championing educational equality, and driving lasting change. You'll bring a strong track record of strategic leadership and fundraising in the charity sector, along with the vision and energy to lead City Year UK into an ambitious new chapter. Skilled at building powerful partnerships, navigating complex stakeholder environments, and championing an inclusive, purpose-driven culture, you'll also be a dynamic fundraiser, ready to support the growth and diversification of our income so we can expand our impact even further.

We are incredibly proud of the passionate young people who give a year of their lives to serve with us, the dedicated City Year UK team who support them, and the real and lasting difference they make in the lives of children every single day. If you want to stand alongside them — if you're driven by purpose, inspired by potential, and ready to lead bold change — we'd love to hear from you. This is your chance to be part of something powerful.

We look forward to hearing from you.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Matthew Davies".

Matthew Davies, Chair of the Board of Trustees

About City Year UK

City Year UK is an innovative youth and education charity that empowers diverse 18 to 25-year-olds to tackle educational inequality through a transformative year of full-time volunteering in schools. As mentors, tutors, and role models, our young volunteers support children furthest from opportunity — making a meaningful difference where it's needed most.

Our City Year mentors are at the heart of the school day. Using our evidence-based Student Success Coaching model, they help pupils thrive — academically, socially, and emotionally — while undergoing their own personal development. Through a structured Leadership and Development programme, these young adults leave their year of service as confident, skilled leaders, driven to make lasting change in their communities and careers.

👉 Watch our latest video: [A Day in the Life of a City Year Mentor](#).

Born from a global movement that began in Boston in 1988, City Year now operates in 29 U.S. cities and Johannesburg, South Africa. City Year UK proudly celebrates its 15th anniversary this year. Since launching in London in 2010 — and expanding to the West Midlands in 2013 and Greater Manchester in 2015 — we've trained and supported over 1,800 young adults to coach and mentor more than 17,000 pupils, while positively influencing the wider school experience of over 136,000 children.

We are now seeking a visionary, passionate CEO to lead us into an ambitious new era. If you're inspired by young people, committed to educational equity, and ready to lead bold change — this is your moment.

👉 Learn more: [City Year UK celebrating 15 years of tackling educational inequality](#).



Lead the next chapter of a movement that's transforming lives

Over the past 15 years, City Year UK has grown from a bold idea into a nationally respected youth and education charity. We've empowered more than 1,800 young adults to support over 17,000 pupils and positively impact the school experience of over 136,000 children. Through our unique year-of-service model, we've created a pathway for young people to lead change in schools, in communities, and in their own lives.

At the same time, we've built strong foundations as an organisation. City Year UK has significantly matured operationally and strategically — strengthening governance, growing and diversifying our income base, investing in impact measurement, and developing a powerful, evidence-based Student Success Coaching model. We've also enhanced our leadership development offer for our volunteers and established a credible voice in the national conversation around educational inequality, youth social action and the vital role a year of full-time service plays in developing the skills and talents of our next generation of leaders.

Now, as we celebrate our 15th anniversary, we're looking ahead to an ambitious new phase — and we're seeking an inspiring and visionary Chief Executive to lead the way.

As Chief Executive, you will be the driving force behind our next chapter of growth, innovation, and impact. Working closely with the Board of Trustees and a committed Senior Leadership Team, you will set strategic direction, expand our reach, and ensure long-term financial resilience. You'll be a champion for innovation, a builder of innovative partnerships, and a compelling advocate for the power and potential of a UK Year of Service.

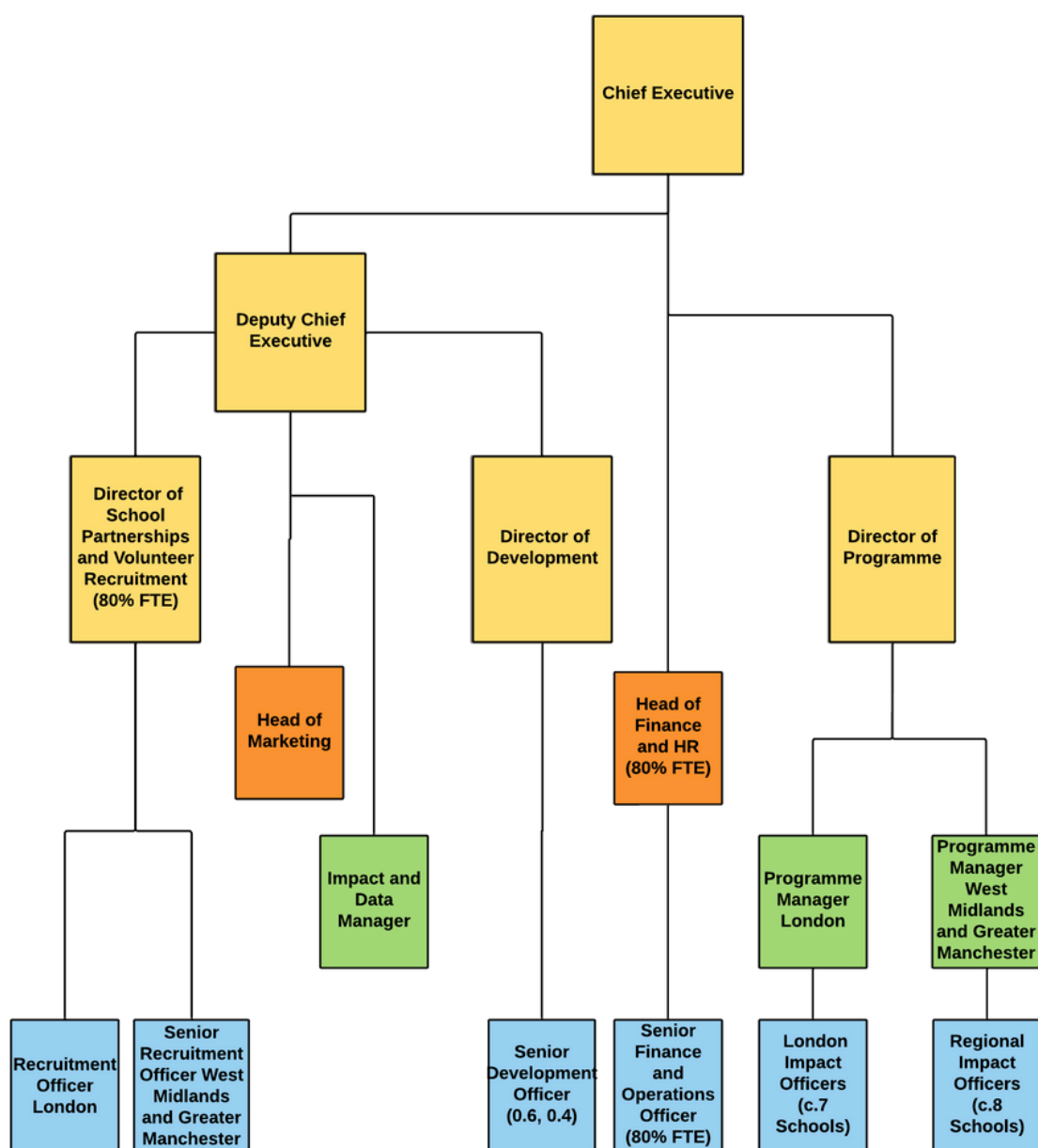
This is a rare and exciting opportunity to lead a mission-driven, values-led organisation at a moment of genuine momentum — a chance to elevate youth voice and leadership and be an integral part of the change that our young people are creating every day.



City Year UK organogram



City Year UK Organisation Chart



Job Description

Job Title: Chief Executive

Reporting to: Chair of Trustees

Location: London, Birmingham or Manchester, with travel to an office typically twice a week

Key Relationships



- **Internal:**
 - Board of Trustees, Senior Leadership Team, staff and City Year mentors across three cities
- **External:**
 - Funders, school partners, government bodies, media, and sector leaders

Key Responsibilities



Strategy and Leadership

- Provide visionary and accountable leadership for City Year UK, shaping and delivering a bold strategy and business plan that drives impact, innovation, and long-term sustainability
- Champion our values and ethos at every level, promoting an unshakable belief in the power of young people to lead social change and drive educational equity
- Inspire, empower, and support staff, volunteers, and stakeholders to achieve our High Priority Goals and continuously raise the bar across all areas of our work
- Lead the Senior Leadership Team with clarity and purpose, chairing key internal forums and serving as the organisation's most senior decision-maker and strategic lead

Governance

- Support the Board of Trustees, ensuring the timely provision of information and facilitating their oversight and strategic input through quarterly board meetings and committees
- Collaborate with the Board to define and monitor the organisation's strategy and progress against agreed goals
- In partnership with the Chair, develop strategies to cultivate a diverse and talented pool of prospective board members
- Work closely with City Year, Inc. to ensure that we maintain the criteria for affiliation and benefit from being part of a global movement

Fundraising and Development

- Work closely with the Development Team and Board Development Committee to lead a strong and resilient revenue strategy, focused on growing sustainable income, cultivating new funding sources, and deepening existing partnerships
- Build and nurture high-value relationships with key funders, partners, and stakeholders, positioning City Year UK as a trusted, high-impact investment opportunity
- Identify and pursue new income opportunities across philanthropic, corporate, and public sectors, expanding our funding pipeline and diversifying income streams

External Engagement

- Act as a passionate and high-profile ambassador for City Year UK, promoting our mission, building strategic partnerships, and influencing public policy, with a focus on advocating for a UK Year of Service
- Represent the organisation at key external forums, events, and speaking opportunities to raise our national profile and position City Year UK as a thought leader in youth social action and education
- Work closely with the Marketing and Communications team to deliver a striking and effective strategy that grows awareness, inspires supporters, and engages diverse audiences
- Strengthen international ties with City Year, Inc. and City Year South Africa—highlighting our global impact and sharing learning across the network

Programme Delivery

- Provide strategic leadership to ensure the delivery of high-impact, on-budget education programmes, working in close partnership with the Programme, School Partnerships, Volunteer Recruitment teams, and the Programme Committee
- Drive continuous improvement and measurable impact across our services, leveraging data and insight to innovate, strengthen outcomes for pupils, and demonstrate value to schools and funders
- Lead City Year UK's expansion plans, including preparing for the successful launch of a new site by September 2026, extending our reach to more schools, communities, children and young people

Finance and People

- Provide visionary senior financial leadership, building trust and credibility with major stakeholders while shaping the charity's long-term financial strategy
- Offer insightful sector expertise and strategic guidance to inform decision-making and drive sustainable growth across the organisation
- Oversee rigorous financial planning and reporting in partnership with the Head of Finance and HR, ensuring timely, accurate management accounts and robust cashflow forecasts for the Finance Committee
- Champion a positive, collaborative culture, working closely with the Senior Leadership Team to foster open communication, high staff engagement, and a strong sense of shared purpose
- Cultivate an environment that attracts, nurtures, and retains talented, mission-driven individuals, empowering teams to thrive and deliver outstanding impact

Other Requirements

The Chief Executive will be expected to:

- Undertake other responsibilities that align with the role's seniority and purpose, as reasonably requested
- Travel within the UK and work flexible hours when necessary.

Person Specification




The successful candidate will be an exceptional strategic leader and collaborator with the following experience, skills, and personal attributes:

Experience, Knowledge & Skills

- A proven track record of senior leadership and management at a Chief Executive or Director level, likely in the charity or mission-driven sector
- Experience leading a complex organisation, with strong financial oversight, including managing a budget of comparable scale
- Demonstrated success in securing £1.5m+ a year of funding aligned with programme delivery; strong understanding of the connection between mission and sustainability
- Excellent leadership, management and team-building skills with a collaborative working style
- Strong political and organisational awareness, with the ability to navigate diverse stakeholder environments
- Exceptional relationship-building skills and experience working with senior stakeholders across sectors
- Outstanding communication skills—written, verbal, listening, and presenting

Personal Attributes

- A motivational and inclusive leader, capable of fostering a healthy, positive workplace culture, including attention to staff development, well-being and team morale
 - Deep commitment to education and a belief in young people as drivers of social change
 - Able to engage and inspire 18–25-year-olds, as well as communicate the mission to diverse stakeholders
 - Understanding of the achievement gap in UK schools, with a desire to be part of the solution
 - Creative, resourceful and skilled at building strategic and collaborative partnerships
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We offer a competitive salary and package that reflects the significance of this role, and values the unique skills and experience you will bring to lead our organisation into its next chapter.

- City Year UK is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people and our Board expects all its staff and volunteers to share this commitment. The successful candidate must be willing to undergo child protection screening appropriate to the post, including an enhanced disclosure through the Disclosure and Barring Service.



How to apply

To apply for this role, please provide the following documents:

- An up-to-date CV. Please submit a PDF document labelled 'CV' with your name and the role title.
- A supporting statement answering the following questions, max 250 words per question:
 - Why is City Year UK's mission important to you, and how would your skills and experience help us achieve it?
 - City Year's work is dependent on partnership funding from schools, corporate supporters and philanthropy. What track record do you have of leading organisations and developing partnerships with similar requirements?

To apply, or if you want to know more about the role or selection process, please contact James Hunt, Head of Human Resources at jhunt@cityyear.org.uk.

Deadline: Please submit your application by 10am on Friday 20 June 2025.



15 years of City Year UK 2009-2024



From **7** trailblazing young adult volunteers on a pilot programme to over **1,800** mentors

From Shoreditch to **London, Birmingham, the West Midlands and Greater Manchester**



From **64,500 hours** volunteered in our first full year to over **2.5 million hours**

From **6 primary schools** to **284 primary and secondary schools**



From **667 children** in extracurricular activities to over **12,000 mentored 1:1** and **17,000 coached** in small groups

From **1,038 pupils** to over **136,000** reached across school communities, supported through welcoming, positive and engaging learning environments



Since 2009, **a third of mentors have gone on to work in education** as trainee teachers, teaching assistants or pastoral support workers



On average over **90% of mentors were in education, employment or training** within three months of finishing City Year UK

celebrating



of tackling
educational
inequality
in the UK



City Year UK is a registered charity (1131350) and company registered in England and Wales (06965846).

London (Headquarters)

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cityyear.org.uk



/cityyearuk

Other offices:

West Midlands, Greater Manchester

