The Youth Endowment Fund (YEF)  
Race Equity Auditor

**Reports to:** Senior HR and Operations Manager

**Open to:** Consulting firms or individual consultants with significant experience in conducting race equity organisations in fast-paced, mission-driven organisations.

**Period:** Start immediately, with aim to complete audit work by no later than 30 April 2022. Opportunity for the right candidate or organisation to continue supporting YEF on the implementation of recommendations through 31 December 2022 at an agreed day rate.

**Budget:** YEF have not identified a budget ceiling for this work. However, we anticipate the consultant would spend a number of days in interviews with staff members, Committee members and external stakeholders, conducting desk research and reviews of YEF policies, procedures, ways of working and communications, and in report writing and presenting on findings and recommendations.

**About the Youth Endowment Fund**

The Youth Endowment Fund (YEF) is a charity with a £200m endowment and a mission that matters. We exist to prevent children and young people from becoming involved in violence. We do this by funding great initiatives, finding out what works and building a movement to put this knowledge into practice.

At YEF, we are committed to being a racially diverse and inclusive organisation, both in-house and as an external funder. We believe that racial diversity drives

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1 This additional work through 31 December 2022 will be agreed separately and the additional costs for this should therefore not be included in your submitted proposal.
innovation, increases diversity of thought and experience and helps the YEF represent and best serve the young people that we are seeking to support.

The YEF has an internal race, equity, diversity and inclusion (REDI) working group made up of staff who are black, Asian or other ethnic minority (staff participate on an opt-in basis). This group has helped develop a REDI workplan covering the YEF’s full range of internal and external practices (from how we recruit to the grants that we award, and how we understand knowledge).

In Autumn 2021 the YEF recruited a Race Equity Advisor for Grantmaking and Evaluation to help support us to address race equity in our next two funding grant rounds as a priority, including the resources we are developing to prepare organisations to apply and the ways we will assess what we fund.

We are looking to build on this role and look at performance and operations more generally. The Race Equity Audit will play a key part in benchmarking where we are at as an organisation and where we have opportunities to improve and will help us to determine how we will prioritise our work and hold ourselves to account to our race equity objectives over the years to come.

**Key activities**

- Conduct a race equity audit to assess the YEF’s practices covering governance, recruitment, retention and progression, other policies, culture, communications, movement building, research and other engagement activity.
- Recommend how our practices can best improve racial equality and minimise the risk of bias as an organization and in our work.
- Spend time with the different teams across the YEF to understand their work, their current understanding of race equity issues affecting their work and to help generate ideas for possible improvements in how we operate.
  - YEF Teams include: programmes, evaluation, knowledge and evidence, youth understanding, change and influencing, and impact.
• Interview a subset of individual team members to understand their perspectives on race equity in the YEF and its work, including members of the YEF’s internal race, equity, diversity and inclusion working group
  ○ The YEF team includes 45 staff members. Two thirds of our staff team are based in London and a third are based outside London and primarily work remotely.
• Conduct any other activity to best assess and understand issues of race equity within the organization and in our work, including through conducting surveys, spending time with external stakeholders and conducting reviews of our policies, procedures and other documentation.
• Review evidence gathered by the YEF to date and the Race Equity Advisor for Grantmaking and Evaluation who has supported a review of some of the YEF’s main grant rounds to understand what we already know about race equity challenges within our work and practices.
• Review the YEF’s existing race equity diversity and inclusion workplan and identify priority next steps for our organisation across all proposed areas of our work, based on your findings.
• Help us understand what other organisations in the sector are doing really successfully to tackle race equity issues and how that may be incorporated or adapted to the YEF context.
• Provide a written report to the YEF leadership team on your findings. This report should include a set of actionable recommendations for improvement for future grant rounds that were identified during the assessment period.
• Optional and to be determined after completion of the above report: Help us deliver and action the findings from your written report once it is reviewed by the YEF’s leadership team.

**Deliverables**

• Provide a written report to the YEF leadership team on your findings. This report should include a set of actionable recommendations identified during the assessment period for how YEF can be a more racially equitable and inclusive organisation.
• Provide guidance to YEF on how best to implement the recommendations provided, including accountability mechanisms, additional external resource, etc.

**Key requirements**

• Must have experience of conducting a race equity audit within an organisation of comparable size.
• Experience and proven track record working to improve racial diversity, equality, and inclusion within a fast-paced environment.
• Experience of charitable grant-making or research work in the UK, either as a grantee, a grant-maker, or a grant evaluator or researcher.
• The ability to understand, collate and synthesise complex sets of information and use them to make informed recommendations. While you will not be responsible for pulling the data and creating reports, you will be responsible for interpreting them and helping us change as a result.
• Ability to work independently, seeking input from relevant team stakeholders throughout.

**Desired experience**

• We encourage applications from individuals (or individuals within organisations) with Lived Experience of violence.
• Prior experience working with a What Works Centre or other evidence-focused organisation.

**To apply**

We understand that you may have a number of questions about YEF’s team and operations in preparing your proposal. Please submit those questions to recruitment@youthendowmentfund.org.uk by Wednesday 26th January 23:59pm, 2022. Additionally, if you plan to apply and do not have any questions, but would like to see the questions and answers from other applicants, please send us an email by 26th January 23:59pm with that request so you may be included in the response.
YEF will provide answers to these questions by Tuesday 1st February 23:59pm, 2022 to anyone who emailed to express interest in applying. All potential applicants will receive a copy of all questions asked and all answers provided by YEF.

Final proposals will be due to recruitment@youthendowmentfund.org.uk by Wednesday 9th February 23:59pm.

Your proposal should contain:

- Your understanding of the brief – we are happy for you to recommend further areas to think about as part of this project.
- Methodology and approach to the task.
- Timeline of activity. Include when you would be available to start the work, if selected.
- Costs – please a total budget for the work and VAT if applicable. Include detail on day rates of those involved in the work.
- Who will be working on the project, including their CVs and their day rates and a clear indication of the number of days each person will work on the project.
- Relevant experience of similar work.
- Two references.

Referees will only be approached with your express permission. You will also be required to provide proof of your eligibility to work in the UK. As part of our commitment to flexible working we will consider a range of options for the successful applicant. All options can be discussed at interview stage.

First round interviews will take place in the week commencing 21st February 2022.

We will accept applications from individuals or organisations who are able to fulfil this role.

It is important to us that the people we hire do not discriminate. We believe in being inclusive and giving everyone an equal chance to succeed. Applications are welcome from all regardless of age, sex, gender identity, disability, marriage or civil partnership, pregnancy and maternity, religion or belief, race, sexual orientation, transgender status, or social economic background.
Your personal data will be shared for the purposes of the recruitment exercise. This includes our HR team, interviewers (who may include other partners in the project and independent advisors), relevant team managers and our IT service provider if access to the data is necessary for performance of their roles. We do not share your data with other third parties unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you. We do not transfer your data outside the European Economic Area.