**Executive Director** A black and white logo with red arrows

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**Intercultural Youth Scotland (IYS)**

**Location:** Hybrid - Remote and Edinburgh Office

**Hours**: Full Time (32 hours across 4-day week)

**Salary:** £50,000 per annum**Closing date:**14 July 2025

**About Intercultural Youth Scotland**  
Intercultural Youth Scotland (IYS) is a leading national youth charity that empowers and supports Black and People of Colour (BPoC) children and young people across Scotland.

As a national voice for equity, inclusion and social change, we deliver a robust range of services tailored to the diverse and intersectional needs of BPoC young people.

We exist to create safe, supportive and inspiring spaces shaped by the experiences and ideas of young people. Our work is rooted in community, driven by youth voice, and committed to challenging inequality and building a more just and inclusive Scotland.

We provide a broad range of customised programmes and an exceptional array of supportive measures to help young people connect, collaborate and contribute towards a brighter future for Scotland

**Job Purpose**This is an exciting opportunity to lead Intercultural Youth Scotland (IYS) through the next stage of its development. As Executive Director, you will provide clear and values-led leadership to ensure the organisation continues to grow its impact, operate sustainably, while keeping the voices, rights and wellbeing of Black and People of Colour (BPoC) children and young people at the heart of everything we do.

Working closely with the Board of Directors, you will provide strategic leadership across all areas of the organisation — from operations and governance to people and culture. You will ensure that IYS continues to deliver meaningful impact while staying true to its mission.

As the organisation’s primary ambassador, you will build and nurture influential relationships with funders, education leaders, government and civic partners, the media, and grassroots networks. Internally, you will foster a collaborative, accountable and inclusive working culture — supporting a skilled and passionate team and championing staff wellbeing and development.

This role offers a unique opportunity to lead an organisation that is redefining how change happens — by centring youth voice, challenging racism, and building a more just and inclusive Scotland.

**Key Duties and Responsibilities:**

**Leadership and External Presence**

* Provide overall leadership of Intercultural Youth Scotland’s staff, programmes, administration, strategy, and finances to ensure the successful execution of the mission;
* Act as the chief spokesperson of the organisation to a range of external stakeholders including school and education leaders, government and local councils, funders and community members;
* Support and elevate the organisation’s brand and reputation in the region among public, private, and nonprofit stakeholder groups;
* Foster an equitable, inclusive culture for the organisation;
* Keep abreast of developments in anti-racist movements, charity management, education and philanthropy.

**Fundraising and Financial Duties**

* Lead on the development and implementation of a fundraising plan to ensure the organisation’s sustainability;
* With the Board of Directors, establish systems to ensure that we are a financially stable, well managed and resourced organisation;
* Lead all fundraising efforts, in line with the fundraising plan and organisation’s strategy involving relevant staff to identify and build relationships with philanthropic individuals, corporations and foundations;
* Oversee the fiscal activities of the organisation, including budgeting, reporting and auditing, and developing IYS’s operating budget for review and approval by the Board.

**Organisational Development and Strategic Planning**

* With the Board of Directors, lead the process of development and implementation of a long-term strategic plan;
* Ensure high-quality programmes achieve clear, measurable results and the impact is evaluated and communicated;
* Monitor and evaluate the organisation’s effectiveness, relevance to the sectors in which it operates programmes, and the wider community.

**Management and Administration of the Charity**

* Manage and motivate staff to achieve their objectives by providing necessary resources, professional development, performance management, and a positive work environment that supports excellence and mutual respect;
* Management of expenses, strategic financial planning, and preparation of monthly financial reports and annual budgets;
* Manage all legal and financial issues, including contracts, employment matters, leases and building management, grant and other agreements;
* Create and edit standards and policies for the organisation both proactively and reactively;
* Report to the Board of Directors on programming, fundraising, finances, events, personnel, strategic planning, and other matters;
* Oversee, support and coach staff members’ work in the areas of youth work and employability, mental health, education, policy and outreach, operations, finance, and partnership building;
* Support human resources and talent development at IYS to ensure best practice is achieved;
* Oversee the creation and supervision of partnership agreements, legal requirements, trademark issues and consulting agreements.

**Governance**

In strong partnership with Board of Directors, the Executive Director will:

* Support the Board to clearly articulate its role and responsibilities, as well as the work of the committees and duties of individual board members;
* Assist the Board in its regular performance evaluation;
* Work directly with the Board Chair and board members in fulfilling its governance and fiduciary functions making sure all members work at optimal performance.

**What we are looking for**

To be considered for this role, you must be able to demonstrate:

* Significant leadership and management experience within a charitable or mission-driven organisation, with a track record of guiding strategy, managing teams, and delivering impact;
* Proven success in fundraising, including securing major grants and donations from individuals, trusts, foundations, and corporate partners.
* Proven experience in developing and delivering high-impact programmes that support young people, particularly those from Black and People of Colour (BPoC) and under-resourced communities;
* Strong understanding of anti-racism, including how racism manifests within the Scottish context and its impact on young people and communities;
* A deep and demonstrable commitment to equity, inclusion and improving outcomes for BPoC young people;
* A collaborative and empowering leadership style, with the ability to build, support and motivate a diverse staff team and Board;
* Excellent communication and storytelling skills, both written and verbal, with attention to detail and the ability to inspire and influence a range of audiences;
* A proactive, listening-led approach to team building, with the interpersonal skills to foster trust, accountability and shared purpose;
* Confidence in navigating complexity, ambiguity and constructive conflict, with a reflective and solutions-focused mindset;
* High standards of personal and professional integrity, grounded in authenticity, respect and responsibility.

**Working with Children and Young People**

Employment is conditional upon a successful PVG and safeguarding check.

**Diversity and Inclusion**

We are committed to creating an inclusive environment where everyone feels valued, respected, and empowered to contribute their unique perspectives and experiences.

We are proud of our diverse and passionate team. We warmly welcome applicants from all backgrounds who share our values and our commitment to making a positive difference in the lives of young people.

**Place of Work**

Our office is based at Palmerston Place, Edinburgh.

We operate a hybrid working model, with a mix of remote and office-based work.  
Some travel within Scotland may be required.

**Hours of Work**

This is a full time position, working 32 hours per week, 4 days per week. Due to the nature of the role, some evening and weekend work may be required.

**What we offer**

* We offer 29 days paid leave per year (inclusive of public holidays), which equates to 7 weeks and 1 day.
* Intercultural Youth Scotland operates with a 4-day week, which means that we consider a 32-hour work week to be full-time.
* Employee Assistance provision in place.

**How to Apply**

If you wish to be considered for this role, please send your CV and a covering letter outlining your interest and suitability for the role to Michaela McLean, HR Business Partner: **Michaela.mclean@hrdept.co.uk**

**Closing Date:** 14 July 2025