



# WeInspire Development Community Maker Recruitment Pack

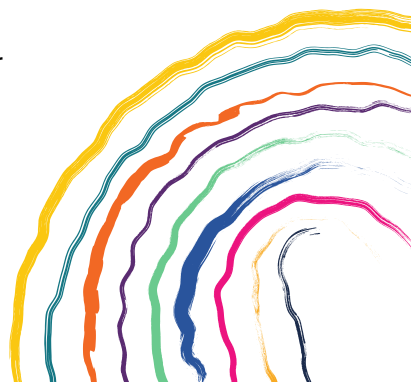


# WeInspire Development Community Maker

- **Location:** Covering Wrexham, Flintshire, and Chester
- **Salary:** £37,500 - £40,000
- **Start Date:** Monday 1st September 2025
- **Contract:** Permanent, full-time 37.5 hours per week
- **Annual Leave:** 25 days pro rata per year plus Bank Holidays
- **Reporting to:** Chief Executive Officer
- **Other benefits:**
  - Pension – with combined contributions up to 8%
  - Free eye test
  - Branded workwear
  - Professional development and welfare support through WeMatter,
  - Flexible and hybrid working considered, including term-time only

**We are looking for our next Community Maker:** a dynamic leader who is there to support our strategic vision in developing and strengthening our partnerships with schools to mind the gaps of young people in an educational setting.

Could you be who we're looking for?





# Who are we?

We give new opportunities to young people who deserve better.

We fill the gaps with unashamed support, love & care.

## Our programmes

Our programmes are truly unique and combine work experience, coaching, skills, experiences and adventures, for young people that we call our “Gappies”.

We fill any gaps in young people’s lives, ensuring that they have the basics in place that the rest of us take for granted – a trusted person to turn to, a safe place to live, confidence, and basic skills.

What makes our programmes so different, however, is that we provide every Gappie with support, constancy, and care – these family values are at the heart of everything we do.

We believe that ‘it takes a village to raise a child’ and so we build a powerful community of positive individuals and caring organisations around our Gappies, so that they can benefit from every opportunity that our programmes bring.

This is not about a chat around the table with young people seeking direction. This is about delivering real change in real lives, and this is achieved through a completely holistic approach that develops confidence and self-esteem as well as work and life skills.

From this place, the young people we support grow from being ‘prisoners of circumstance’ to ‘pilots of their own lives’.





A supportive, nurturing programme for 11-15 year olds who are struggling with traditional education. Building confidence, resilience, and a sense of belonging for students wherever they are – in school or at home.



A virtual programme for 16 – 25 year olds. A chance to gain new skills and experiences and with the support of a mentor, building a plan for a bright future.



A life-changing programme for 18-25 year olds, including six-months' paid employment, work placement, coaching and mentoring sessions, activity days and experiences.



A programme designed for young people aged 16-25 in who are motivated to work but may be facing challenges in securing employment or voluntary roles through traditional routes. The focus is on identifying and addressing any 'barriers or gaps', such as experience, skills, or confidence.



All Gappies stay part of the WeMindTheGap family. We offer lifelong support and a safe and trusted team to talk to – whether that's help with education, employment, volunteering, welfare, mental health and wellbeing.





# Who is a Community Maker?



Are you a strategic leader with experience of nurturing positive change across youth development?

Are you looking to use your skills and experience in education to harness the potential of both young people and the organisations that support them? If so, we have the perfect opportunity for you!

A Community Maker is someone who champions WeMindTheGap's mission through building a network of connections and support in a geographical or organisational space. In this role, you will be responsible for the successful development of our youth development programme – Welnspire - which provides support and guidance to 11-15 year olds in schools who are at risk of disengaging.

You will play a key role in ensuring that WeMindTheGap's strategic aims and values are brought to life, developing a team and programme that aims to share life skills and experience with students in a way which encourages them to choose positive behaviours.

Our work is challenging. It requires time, dedication, and patience. But the impact we have on young people makes it all worthwhile. Our values, our Magic Cs, guide us and keep us focused on what truly matters – doing what is right by our Gappies and staff, not what is easy. We are privileged to work with committed partner schools who share our vision and join us in our mission to deliver real and lasting change for young people who deserve better.

In today's rapidly changing world, the wellbeing and aspirations of young people are more important than ever. We envision a world where every young person feels they belong and has the skills and confidence to make meaningful choices in life, school, and beyond. We walk alongside young people with love, care, and curiosity, providing new opportunities and ongoing support to help them thrive.

## OUR MAGIC Cs - The values that we live by...



The magic ingredients, mixed with a big cupful of love. The encouragement, reassurance and genuine care we extend to every individual is fundamental to them developing the confidence to explore their choices in the world.



We walk alongside our trainees, take the initiative, make good things happen and always focus on a solution, not a problem.



We do what is right and not what is easy.



We build positive relationships with and between our trainees and the world, to create their rightful place within a meaningful community.



We are always here, and always will be: people and places of safety who keep our promises and provide the support, challenge and care that our trainees deserve.



We will go to the ends of the earth to make sure that our trainees have the wherewithal to be 'pilots of our own lives'.



We believe absolutely in our vision, our model and the impact we deliver.



We ask why, to keep learning, to help our trainees grow and develop, to grow and develop best practice that others can learn from.



We have the space, time, resilience and support required to perform our respective roles to the best of our ability.



We celebrate every success, no matter how big or small.

# Key Responsibilities as a Community Maker



## Programme Development

- Lead the development of the Welnspire programme in new geographical areas, fostering emerging partnerships with schools.
- Lead stakeholder management across the community by liaising with internal and external partners, including senior managers and key community figures.
- Host multi-agency strategic meetings to encourage a collaboration of support between national organisations, schools, parents, guardians and young people.
- Attend external events and activities on behalf of WeMindTheGap, including networking meetings within your community and national conferences.
- Lead the Welnspire team to develop the programme to ensure it delivers effective support to students.
- Manage key programme events, coordinating effectively and timely with internal and external contacts.



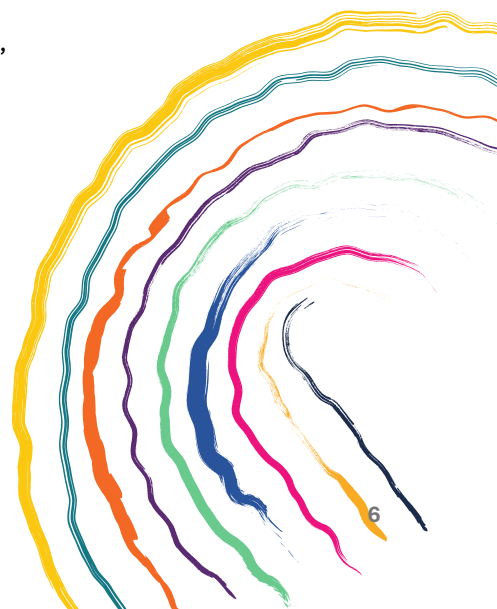
## Programme Delivery

- Guide the Welnspire team to plan and deliver online and in-person sessions covering the programme themes. These may include but are not limited to, emotional regulation, future aspirations, self-development, and confidence building.
- Support staff in resolving on-day issues as they arise, problem-solving with creative solutions.
- Be the day-to-day lead for upholding safety procedures, including risk assessments and safeguarding measures.
- Lead on the financial management of Welnspire programmes, including the creation of an annual delivery budget.



## Team Management

- Confidently manage the Welnspire delivery team, ensuring high levels of staff performance.
- Facilitate weekly team meetings and regular check-ins with your team.
- Guide the delivery team in staying up to date with changing policies and practices in education.



- Conduct 'Thinking Spaces' with your team members, using our Plan, Do, Review approach to our work and future aspirations for self-development.
- Support the onboarding and training of new staff and encourage the continued professional development of existing team members.

## Senior Leadership

- Work alongside the SLT to plan the annual cycles of delivery in accordance with WeMindTheGap's longer-term strategic plan.
- Implement and uphold partnership protocols with schools and other external stakeholders.
- Write quarterly board reports covering essential updates on programme delivery, staffing, and student engagement.
- Be the overall lead for safeguarding and governance in your community.
- Attend regular strategic and operational meetings with the SLT.



## Community Development

- Hold overall responsibility for your WeConnect Hub, community and the programmes within, being the head contact for WeMindTheGap in the area.
- Build and maintain important relationships with partners of WeMindTheGap within your community.
- Continuously engage with local schools and community groups, ensuring the services of WeMindTheGap are known far and wide.

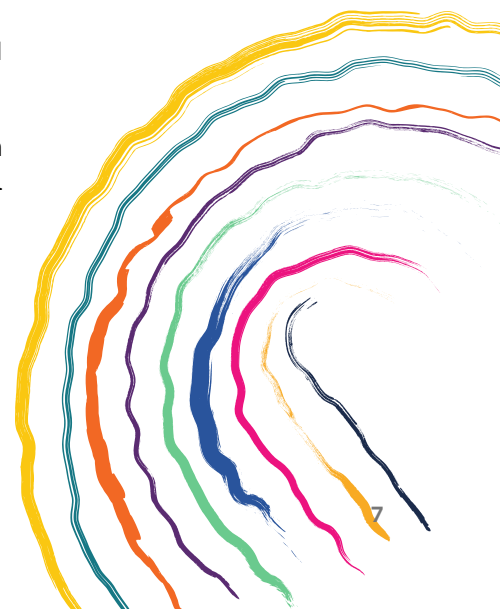


## Administrative

- Ensure internal systems are kept up to date with student information and organised in an efficient and compliant manner.
- Oversee sensitive data entry, ensuring that details are safe and secure in line with GDPR.
- Work alongside our Impact & Evaluation team in reviewing each programme, creating a robust evaluation in line with the overall strategy of WeMindTheGap.

## Other

- Occasionally support in the transportation of Gappies in WeMindTheGap pool cars, driving in rural and city environments, including long distances and motorway driving.
- Create and share promotional materials, including regular social media posts across all WeMindTheGap channels.



## Person Specification for a Community Maker

Experience, knowledge & skills	Essential / Desirable
Teaching, Youth Work, or HLTA qualification	Essential
Understanding, lived experience, or education or why young people disengage with school	Essential
Experience of leading internal and external communications, including social media, public speaking, and networking	Essential
Experience of leading external stakeholder relationships	Essential
Experience of developing and leading a team	Essential
Experience of managing a budget	Essential
Experience of writing board reports and presenting at strategic meetings	Essential
Experience of leading on safeguarding processes	Essential
Experience of using IT systems, specifically Microsoft	Essential
Understanding of handling sensitive data under GDPR	Essential
Manual UK driving license (further support will be provided if obtained within the last 6 months)	Essential
Experience of supporting young people with challenging behaviour	Essential
Knowledge of and ability to create age-appropriate resources for 11-15 year olds	Essential
Experience of leading group work to students in schools	Essential
Knowledge of Adverse Childhood Experiences (ACEs)	Desirable



## Competencies (our Values)

**Compassion & Care** – You approach supporting young people with empathy and understanding. You build trust in demonstrating compassion and care when leading and motivating a team.

**Can do** – You seek out opportunities and are willing to take on challenges with a creative and positive approach. As a self-starter, you take the initiative to enhance your own development and are keen to continue your professional learning. You will be flexible and adaptable in your approach to equitably support each Gappie.

**Capacity** – You will have the resilience required to deliver a WeMindTheGap programme to the highest standard. You will manage your time, budget, and workload effectively, being accountable for your responsibilities.

**Curiosity** – You will strive to ask and understand the ‘whys’, to help our Gappies grow and develop. You will give and receive feedback, harnessing new information to improve your own performance.

**Courage** – We do what is right, not what is easy. You will be the pilot in making tough decisions, showing resilience and leadership in your role.

**Confidence** – You will believe in the vision of WeMindTheGap, our village model, and the impact we deliver. You will seek to fulfil your role within the framework of our values – the Magic Cs.

**Commitment** – You will have a passion for working with young people, upholding vital safeguarding procedures and working effectively alongside the wider teams to support our Gappies. You will not be the ‘rescuer’ for our Gappies but the role model who walks alongside them through their WeMindTheGap journey.

**Constancy** – You will have a professional and approachable manner in all aspects of work. You will see tasks through from start to end, be consistent, and provide the support, challenge and care that our Gappies deserve.

**Connectivity** – You can work independently when required and confidently as part of a team. You will communicate clearly and confidently, building positive relationships with Gappies, your colleagues, external partners, and the wider community.

**Celebration** – We celebrate every success, no matter how big or small, for our Gappies, staff, and organisation as a whole. You will want to uphold best practice within WeMindTheGap and lead by example within the Charity sector.

# How to Apply

To apply please send us your CV along with a one-page covering letter (or 2-minute video) outlining your suitability for the role. If you have accessibility requirements and wish to submit your application in a different format, please let us know.

Your application will be considered based on how well you match the person specification for this role, and successful employment will be subject to an enhanced DBS check and suitable references.

Upon shortlisting, you will be invited to a 3-hour 'Discovery Day', a group recruitment event consisting of a formal interview with both situational and competency-based questions, a group activity, the delivery of a mock practical session in school setting, and a chance to meet our teams and Gappie alumni.

Our recruitment process reflects how we treat our Gappies and employees. We want to foster a culture of constructive feedback and continuous improvement so encourage you to let us know how we can improve the candidate experience. Likewise, should you require feedback on your unsuccessful application, please get in touch.

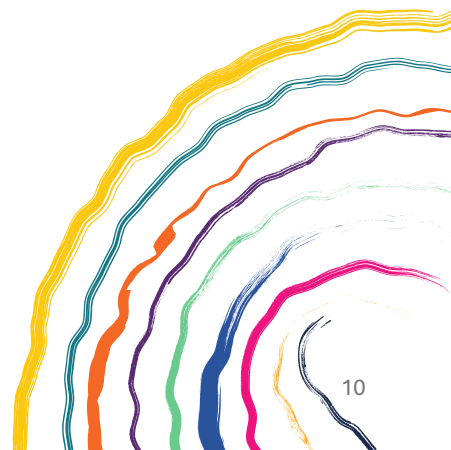
We reserve the right to close applications earlier than the date given. If you are keen to apply for this role, please don't delay.

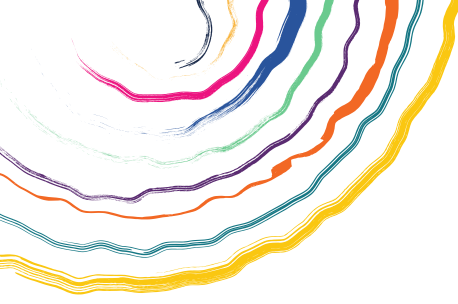
Please send your application and further questions to:

Rebecca Walton

**07999 405040**

[Rebecca@wemindthegap.org.uk](mailto:Rebecca@wemindthegap.org.uk)





## Equality, Diversity & Inclusion

WeMindTheGap accepts and welcomes the differences that makes up our community. We believe that diversity is a strength, and we are committed to creating an inclusive environment where everyone feels welcome and respected. We actively oppose discrimination in all its forms and strive to ensure that everyone has the equal opportunity to succeed.

We recognise the importance of having a workforce that reflects the diversity of our community. Our recruitment process and selection of staff will be strictly based on making it easier to build an inclusive workforce with a diverse culture. We actively recruit and retain employees from all backgrounds, regardless of sex, gender, race, disability, sexual orientation, religion or belief, or marital status.

WeMindTheGap is a registered Charity number 1161504

Registered office: Ty Avow, 21 Egerton Street, Wrexham LL11 1ND

Phone: 0333 939 8818

[www.wemindthegap.org.uk](http://www.wemindthegap.org.uk)



**Westminster  
Foundation**

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