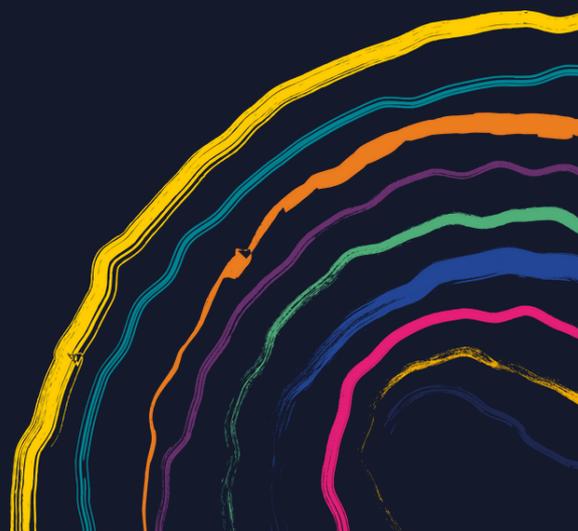




WE MIND THE GAP.™

Youth Development Officer WeGrow

Recruitment Pack
January 2026



YDO WeGrow



Overview

As a Youth Development Officer (YDO) with WeMindTheGap you will have the opportunity to be part of something special. Our award-winning programmes are delivered to young people with unashamed love, care, and consistency, providing them with the foundation they need to thrive.

This YDO role will work on our 12-month WeGrow programmes in Flintshire, supporting our Gappies with work placements, life coaching, new skills, experiences, and a further 6-months' of dedicated support.

“WeMindTheGap truly saved my life. Before the programme, I couldn’t see the light then, slowly it started to appear and I’m happy, working in my dream job. Thank you all for saving me.” - WeGrow Graduate



Employment Details

Salary: £20,400 pro rata (FTE £25,500)

Contract: Full-time

Start date: 23/03/2026

Working hours: 30 hours a week

Location: On-site at our Flintshire hub. This role includes overnight residential trips.

Annual Leave: 20 days pro rata (FTE 25 days)

- Must have held a full valid UK driving licence for a minimum of one year.
- All applicants will be required to provide valid evidence of their right to work in the UK as part of the pre-employment checks.
- As we work with vulnerable adults and children, you will be asked to provide a clear Disclosure and Barring Service statement.



The Application Process

- Your application will be evaluated against our person specification by our Flintshire Community Maker and WeGrow Programme Lead
- If you require reasonable adjustments at any stage of the process please contact Brom@wemindthegap.org.uk.
- WeMindTheGap are committed to Equal Opportunities, welcoming applications from the whole community.
- WeMindTheGap are committed to the development of people and will endeavour to provide feedback to all applicants.
- Your data will be managed in-line with GDPR. We will retain your data for no more than 3-months from the conclusion of the application process.



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The Application Process

- STAGE 1 - send both of the following files to Brom@wemindthegap.org.uk by 12:00pm on 16/02/2026:
 - your CV. No more than one side of A4.
 - a 250-word cover letter or 2-minute video outlining why you are interested in applying for this role.

You will be notified of the outcome by 12:00pm on 17/02/2026

- STAGE 2 - if successful you will be invited to our Flintshire hub on 02/03/2026 to complete a 'Discovery Day'. This group recruitment event requires you to complete:
 - a 45-minute formal interview including both situational and competency-based questions.
 - the delivery of a 15-minute practical ice breaker session with Gappies.

You will be notified of the outcome by 17:00 on 03/03/2026



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The Role

WeMindTheGap is seeking a passionate and dedicated Youth Development Officer to join our team. Someone who can be the ultimate role model for our Gappies, showing them what a responsible employee looks like, sharing life skills, and experience in a way which encourages them to choose positive behaviours.

In this role, you will be supporting the successful delivery of our unique WeGrow programme alongside the Programme Lead. Our work is challenging, and requires time, dedication, and patience, but the impact we have on young people makes it all worthwhile.

From the first few days on 'Launchpad' to the outdoor adventure residential, through essential skills training, and six-months' of paid work, you will be there to walk alongside our Gappies with unashamed support, love and care.



Key Responsibilities

- Support Gappie recruitment by engaging with referral agencies, attending recruitment events, and joining both online and offline information meetings.
- Attend multi-agency meetings to encourage a collaboration of support between referral agencies, parents, guardians, and young people.
- Attend external events and activities on behalf of WeMindTheGap, including recruitment events, information events, recruitment fairs, and networking meetings within your community.
- Support key programme events, including residential and day trips, acting as that ultimate role model for Gappies.
- Plan, support, and deliver online and in-person sessions covering the programme themes. These may include but are not limited to employability, future aspirations, self-development, and confidence building.
- Coordinate with external contacts, inviting them to meet Gappies as guest speakers, and support in communication with coaches, employer partners, and other contacts.
- Support Gappie onboarding processes so each young person is suitably prepared for their WeMindTheGap programme.
- Support the resolution on-day issues as they arise, problem-solving alongside your Youth Programme Lead with creative solutions.

Key Responsibilities

- Provide Gappie welfare and support through 1-2-1 and group mentoring, referring externally and signposting for further support when necessary.
- Attend residential and day trips, being the ultimate role model for the cohort in sharing new experiences.
- Be aware of safety procedures, following risk assessments and safeguarding measures. This includes escalating to the Youth Programme Lead as needed.
- Support the Youth Programme Lead in delivering the programme within an agreed budget.
- Be responsible for photo taking at key points throughout the programme for use on WeMindTheGap social media channels and resources.
- Work collaboratively alongside fellow Youth Development Officers and Youth Programme Leads both inside your team and across other teams within WeMindTheGap.
- Attend weekly team meetings and regular check-ins with your Youth Programme Lead.
- Attend 'Thinking Spaces' with your Youth Programme Lead, using our Plan, Do, Review approach to our work and future aspirations for self-development.
- Complete all essential onboarding and training as a new staff member and be a self-starter in your continued professional development.

Key Responsibilities

- Support the maintenance of important relationship building with partners of WeMindTheGap within your community.
- Support the continuous engagement with referral agencies and community groups, ensuring the services and work of WeMindTheGap are known far and wide.
- Ensure internal systems are kept up to date with Gappie information and organised in an efficient and compliant manner.
- Ensure 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.
- Transport Gappies in WeMindTheGap pool cars, driving in rural and city environments, including long distances and motorway driving.
- Create and share regular social media posts across all WeMindTheGap channels.
- Attend occasional overnight, weekend, or out-of-hours trips and events, supporting Gappies who may never have been away from home.

Person Specification

Experience, knowledge & skills	Essential / Desirable
Experience of supporting activities for young people	Essential
Experience of working as part of a team	Essential
Experience of supporting internal and external communications, including social media, public speaking, and networking	Essential
Experience of using IT systems, specifically Microsoft	Essential
Manual UK driving license	Essential
Understanding of safeguarding	Desirable
Understanding, lived experience, or education of why young people fall through the gaps in life	Desirable
Knowledge of employability and skills progression activities	Desirable
Experience of supporting young people with challenging behaviour	Desirable
Understanding of handling sensitive data under GDPR	Desirable

Person Specification

Experience, knowledge & skills	Essential / Desirable
Experience of working to a budget	Desirable
Experience of writing case studies	Desirable
Experience of supporting external stakeholder relationships	Desirable
Knowledge of Adverse Childhood Experiences (ACEs)	Desirable

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More about WeMindTheGap

We give new opportunities to young people who deserve better.
We fill the gaps with unashamed support, love & care.

 **WEINSPIRE** 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.

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

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

 **WEBRIDGE** A programme designed for young people aged 16-25 who are motivated to work but face 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.

 **WEBELONG** We offer lifelong support and a safe and trusted team to talk to whether that's help with education, employment, volunteering, welfare and wellbeing.

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More about WeMindTheGap

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.

