



# WE MIND THE GAP.™

Supporting **local young people** into **Employment, Education or Training**  
by  
Providing Life & Employability Skills with **love, care, meaningful  
opportunities** & a Sense of **Belonging**.

## Community Maker Wrexham

Recruitment Pack  
April 2026



[www.wemindthegap.org.uk](http://www.wemindthegap.org.uk)  
Registered Charity 1161504





# Community Maker




## Overview

Thank you for your interest in the role of Wrexham Community Maker at WeMindTheGap. Over the last decade, our organisation has supported the most amazing young people aged 11–25yrs who have fallen through the gaps. From young people not in Employment, Education or Training, to those who have become isolated, disconnected, or struggling to find their place in the world. We believe they deserve opportunities, a sense of belonging in their communities, and a chance to build independent, fulfilling lives.

We say, 'It takes a Village to raise a child, but a system to mind their gaps'. That is why over the next five years we are deepening our impact and expanding our 'Village' model. Through our Place Based approach, we will bring together programmes, people, and community connections to walk alongside young people with unashamed love and care. In this role, you will continue the development of our Wrexham 'Village'.

## The Role

As Wrexham Community Maker you will be part of our Senior Leadership Team and will have responsibilities that span strategy, operations and community building.






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It will be your responsibility to champion WeMindTheGap's mission across the county borough of Wrexham, building and managing relationships with key stakeholders including our network of supportive agencies, organisations and change makers. You will need to attend a variety of community events, network confidently, and identifying and negotiating opportunities for our Gappies (e.g. guest speakers, work experience, field trips, volunteering, jobs, etc).

Operationally, you will be responsible for our Wrexham WeConnect Hub. You will manage the Wrexham budget and a team of Youth Programme Leads, as well providing leadership to the wider team including our Youth Development Officers as they deliver workshops, meaningful experiences and 1:1 sessions with our Gappies (i.e. young people aged 11-25). Central to your responsibilities will be ensuring the safety and wellbeing of all, the high-quality delivery of sessions and accurate recording of our work, and the continued improvement of our programmes.

Your community building and operational responsibilities will be driven by our ambitious 5-year-plan to broaden and deepen our impact. As part of the Senior Leadership team, you will be central to ensuring the plan is successfully implemented and reported against with the support of your line manager, our Director of Operations.



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## About You

If you are someone that truly cares about creating life and career opportunities for young people, then we would like to hear from you.

You should have experience of managing a variety of stakeholders across multiple communication channels. We would expect you to be as confident speaking with our Gappies in-person as you are chairing internal Teams meetings and emailing a decision-maker from a potential community partner.

We would expect you to be competent and effective in operational planning and the management of budgets, and to be able to illustrate how you align this operational decision-making with organisational values.

For this role within the senior leadership team, you will need to demonstrate critical thinking skills and the ability of aligning decisions to strategy.



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## Employment Details

Salary: £37,500	Contract: Full-time
Start date: ASAP, ideally by 08/06/2026 (negotiable)	Working hours: 37.5 hours a week
Location: On-site at our WeConnect Wrexham Hub	
Annual Leave: 25 days excluding bank holidays	

- You must have held a full valid UK driving licence for a minimum of one year.
- You will be required to provide valid evidence of your 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.
- Additional benefits include a free eye test, branded workwear, and access to our 'WeMatter' programme which goes above and beyond to support your professional development and welfare

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## The Application Process

Thank you for your interest in our Community Maker Wrexham role:

- If you require reasonable adjustments at any stage of the application process please contact [Admin@wemindthegap.org.uk](mailto:Admin@wemindthegap.org.uk)
- Your application will be evaluated against our person specification by our CEO and Flintshire Community Maker
- WeMindTheGap are committed to Equal Opportunities, welcoming applications from the whole community
- WeMindTheGap are committed to the development of people, however due to time constraints we will only be able to provide feedback to second-stage 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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## Stage 1

Send both of the following files to  
Admin@wemindthegap.org.uk by 12pm on 04/05/2026:

- Your CV. No more than two sides of A4
- A cover letter of no more than 400 words explaining your capability and motivation for this role


You will be notified of the outcome no later than 5pm on  
05/05/2026.

## Stage 2

Candidates who are progressed after Stage 1 will be required to complete our Clarity 4D profiling questionnaire and attend a face-to-face interview in our Wrexham WeConnect Hub on 13/05/2026. You will be required to:

- Deliver a 10-minute presentation. The exact details of this will be shared with you in your outcome email
- Complete a 45-minute panel interview
- Complete a 30-minute panel with up to 3 of our WeBelong Gappies

You will be notified of the outcome no later than 5pm on  
15/05/2026.



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## Key Responsibilities

### Village Building

- Build and strengthen partnerships with employers, education providers, community organisations, and local authorities
- Work collaboratively with stakeholders in creating life and career opportunities for local young people, encouraging employers to think and act differently in order to recruit and nurture a future workforce
- Represent WeMindTheGap externally to enhance reputation, visibility, and thought-leadership opportunities
- Ensure your Village contributes effectively to impact reporting, case studies, and stories that build brand awareness and credibility

### Programme Quality & Performance

- Oversee the your Wrexham team's reach into communities across the county, taking an intelligence led approach in order to meet young people where they are



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- Drive the continuous improvement of programmes, ensuring young people experience safe, high-quality, and impactful support through a Trauma Informed Approach
- Manage your delivery team to ensure operational KPIs are met, including Social Impact outcomes, and are reported against accurately and efficiently
- Support your delivery team to follow safeguarding, risk management, and compliance frameworks in order to deliver best practice

## People, Systems & Finance

- Provide management and leadership to your Village team, enabling strong team performance, cross-department collaboration, and a healthy organisational culture
- Ensure the effective utilisation of internal systems, processes, and digital tools that support operational excellence
- Manage your Village budget to ensure that your team have the resources required to deliver high-quality programmes



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## Senior Leadership

- Work alongside fellow Community Makers to plan the annual delivery cycles aligned to strategic KPI
- Work closely with the Director of Operations on 'Plan, do, review' cycles to ensure operational KPI are achieved
- Create quarterly Board Reports to demonstrate our growth in engagement, deepening of our impact, and development of your Village



## Person Specification

<i>Experience, Knowledge &amp; Skills</i>	<i>Essential/ Desirable</i>
Excellent community relationship building, public speaking and influencing skills with experience of using systems to effectively manage relationships to produce positive opportunities and outcomes for all.	<b>E</b>
Demonstrated ability to create and lead high performing teams in environments where young people and communities are at the heart of the mission.	<b>E</b>
Experience of managing the delivery of safe, accessible, high-quality learning and development programmes for vulnerable or disadvantaged groups.	<b>E</b>
Experience of using systems and processes to monitor and report the recruitment, progress and outcomes of participants on learning and development programmes.	<b>E</b>
Able to hold staff accountable with kindness, clarity, and fairness.	<b>E</b>

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An understanding of aligning decision-making with strategic goals and values.	<b>E</b>
Able to use data and insight to support problem-solving and decision making, and communicate this clearly with senior leadership.	<b>E</b>
Evidence of effectively managing budgets.	<b>E</b>
Highly competent in safeguarding and a good understanding of compliance, risk management, and creating safe organisational cultures.	<b>E</b>
Experience working within youth development, social impact, community engagement, education, or the charity sector.	<b>D</b>
Knowledge of trauma-informed practice and strengths-based approaches to supporting young people.	<b>D</b>
Awareness of social impact measurement and how storytelling, case studies, and lived experience insights inform this.	<b>D</b>
Curious, reflective, and always learning. Willing to invite feedback and grow with the organisation.	<b>D</b>




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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.


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 **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.


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 **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.

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 **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.

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 **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 s - 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.