

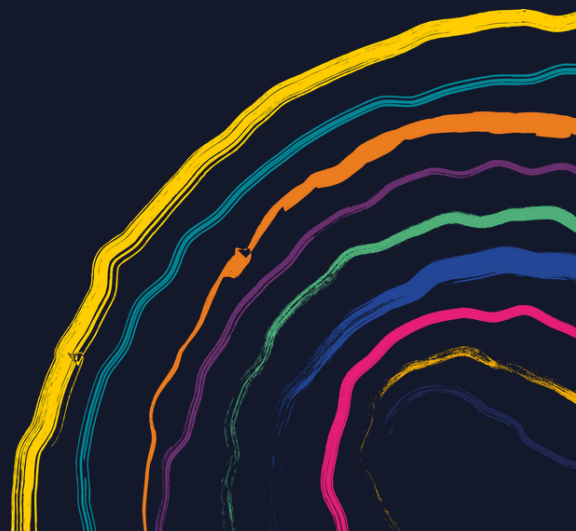


WE MIND THE GAP.™

Youth Development Officer



Recruitment Pack
April 2026



YDO WeBridge



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 WeBridge programmes in Wrexham, supporting our Gappies with workshops and mentoring around job applications, interview preparations, mentoring, confidence building, and connecting them with local employers.

“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.”



Employment Details

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

Contract: Permanent

Start date: ASAP

Working hours: 30 hours a week

Location: On-site at our Wrexham hub.

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 Wrexham Community Maker and WeBridge Programme Lead
- If you require reasonable adjustments at any stage of the process please contact Admin@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.



The Application Process

- STAGE 1 - send both of the following files to Admin@wemindthegap.org.uk by 12:00pm on 10/05/2026:
 - 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 17:00pm on 11/05/2026

- STAGE 2 - if successful you will be invited to our Wrexham hub on 18/05/2026 to complete:
 - a 45-minute formal interview including both situational and competency-based questions.
 - the delivery of a 15-minute practical session.

You will be notified of the outcome by 17:00 on 19/05/2026



YDO WeBridge



The Role

WeMindTheGap is seeking a dedicated Youth Development Officer to join our team, someone who will commit to supporting our Young People (Gappies) as they develop the life and employability skills needed to launch and maintain their employment journey in this difficult economic climate.

In tackling this challenge you will be supported by our WeBridge Youth Programme Lead, and together you will have the opportunity to change the lives of young people across Wrexham for the better, making the hard work all worthwhile.

From the first few days of using the COM-B model to assess the needs of our Gappies, through 1:1 coaching and employability workshops, to supporting them into professional development and career opportunities, 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.
- Seek out life and career opportunities for our Gappies through engagement with local partners from employers to volunteering organisations and more.
- Be part of the 'Plan, Do, Review' cycle. Support in the creation of online and in-person sessions covering the programme themes from employability to future aspirations, self-development, and confidence building.
- Support Gappie onboarding processes so each young person is suitably prepared for their WeMindTheGap programme.
- Provide Gappie welfare and support through 1-2-1 and group mentoring, referring externally and signposting for further support when necessary.
- Support the resolution of issues as they arise, problem-solving alongside your Youth Programme Lead with creative solutions.
- Be aware of safety procedures, following risk assessments and safeguarding measures. This includes escalating to the Youth Programme Lead as needed.

Key Responsibilities

- Ensure internal systems are kept up to date with Gappie information and organised in an efficient and compliant manner.
- Support the Youth Programme Lead in delivering the programme within an agreed budget.
- Ensure details are safe and secure in line with GDPR.
- 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.
- Where necessary, support the delivery of other WeMindTheGap programmes alongside your fellow Youth Development Officers and Youth Programme Leads.

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 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


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.

More about WeMindTheGap

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



COMPASSION
& CARE

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.



CAN-DO

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



COURAGE

We do what is right and not what is easy.



CONNECTIVITY

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



CONSTANCY

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.



COMMITMENT

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'.



CONFIDENCE

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



CURIOSITY

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



CAPACITY

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



CELEBRATION

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

