

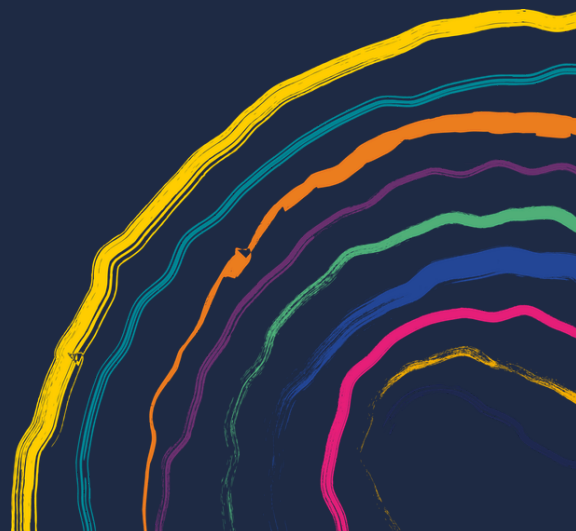


WE MIND THE GAP.™

Youth Development Officer



Recruitment Pack
2026



YDO WeDiscover



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 WeDiscover programme that spans across Wrexham and Flintshire, supporting our Gappies with workshops and mentoring around job applications, interview preparations, mentoring, confidence building, and connecting them with local employers.

We are looking for a role model who is there to make sure that our young people can make the most of every opportunity presented to them over the course of their WeMindTheGap programme, and beyond!

Could you be who we're looking for?



Employment Details

Location:

Wrexham or Flint, including occasional travel and to other WeMindTheGap communities.

Salary:

£21,216 (£26,520 FTE)

Start Date:

Monday, 10th August 2026

Contract:

Permanent, 30 hours/ 4 days per week

Annual Leave:

25 days pro rata per year plus Bank Holidays

Reporting to:

Youth Programme Lead

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

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



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.

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, 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.

Recruitment Timeline:

- Applications open: Friday 22nd May 2026
- Applications close: Friday 26th June 2026
 - Discovery Day: Thursday 9th July 2026
- Employment start date: Monday 10th August 2026

Please send your application and further questions to:

Victoriah@wemindthegap.org.uk



The Role

In this role, you will be supporting the successful delivery of our digital youth development programme, WeDiscover, providing support and guidance to young people.

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, not what is easy. We are privileged to work with committed community partners 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 and work. We walk alongside young people with love, care, and curiosity, providing new opportunities and ongoing support to help them thrive.



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.
- 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.

Key Responsibilities

- 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.
- 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.
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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 (further support will be provided if obtained within the last 6 months)	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
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

Supporting local young people into **Employment**, **Education** or **Training**

by

Providing Life & Employability Skills with love, care, meaningful opportunities & a Sense of Belonging



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 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 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.



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

Our values - Our Magic C's



COURAGE

We do what is right and not what is easy.



CAPACITY

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



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.



CAN-DO

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



CONFIDENCE

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



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'.



CONNECTIVITY

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



CELEBRATION

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



**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.



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.