

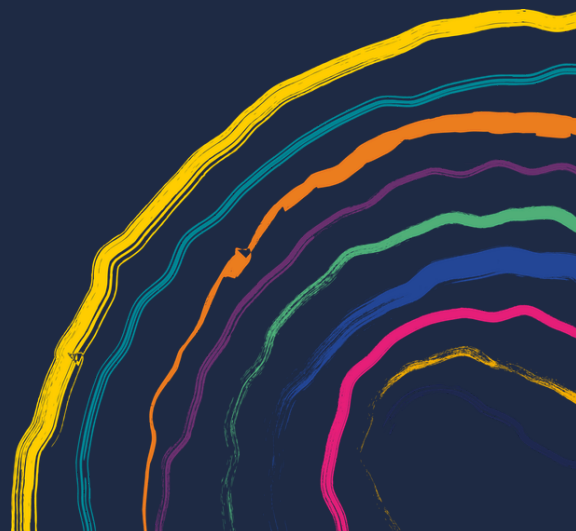


WE MIND THE  
GAP.™



Youth Programme Lead

Recruitment Pack  
2026



YPL  
We Grow



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.

We are looking for our next Youth Programme Lead: 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, including region travel and to other WeMindTheGap communities

## Salary

£30,500-£33,000

## Start Date:

Monday 10th August 2026

## Contract:

Permanent, full-time 37.5 hours per week

## Annual Leave:

25 days pro rata per year plus Bank Holidays

## Reporting to:

Community Maker

## 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 [jobs@wemindthegap.org.uk](mailto:jobs@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:

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



## The Role

WeMindTheGap is seeking a passionate and dedicated Youth Programme Lead 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 responsible for the successful delivery of our youth development programmes, 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

- Lead Gappie recruitment and engagement by liaising with referral agencies, organising events, and facilitating both online and offline information meetings.
- Host 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 and information events, fairs, and networking meetings within your community.
- Work alongside the Community Maker to develop the programme to ensure it delivers effective support to Gappies.
- Manage key programme events, including residential and day trips, coordinating effectively and timely with external contacts.
- Plan 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.
- Oversee Gappie onboarding processes so each young person is suitably prepared for their WeMindTheGap programme.
- Be responsible for resolving on-day issues as they arise, problem-solving with creative solutions and asking your Community Maker for support when needed.
- Provide and oversee Gappie welfare and support through 1-2-1 and group mentoring, referring externally and signposting for further support when necessary.

## Key Responsibilities

- Be the day-to-day lead for upholding safety procedures, including risk assessments and safeguarding measures.
- Deliver the programme within an agreed budget, managing resources and being responsible for spending within your team.
- Confidently line manage one or more Youth Development Officers, acting as a leader and encouraging the team to work effectively together.
- Facilitate weekly team meetings and regular check-ins with your team.
- Be responsible for conducting '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.
- Build and maintain important relationships with partners of WeMindTheGap within your community.
- Continuously engage with referral agencies and community groups, ensuring the services of WeMindTheGap are known far and wide.

## Key Responsibilities

- Ensure internal systems are kept up to date with Gappie 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.
- Transport 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.
- 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
Understanding, lived experience, or education of why young people fall through the gaps in life	Essential
Experience of facilitating activities for young people	Essential
Experience of programme planning and reviewing, contributing to report writing for Impact & Evaluation purposes	Essential
Understanding of managing a team	Essential
Experience of working to and managing a budget	Essential
Experience of managing external stakeholder relationships	Essential
Experience of managing 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
Knowledge of employability and skills progression activities	Desirable
Experience of supporting young people with challenging behaviour	Desirable
Experience of handling sensitive data under GDPR	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.

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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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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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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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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.