



Youth Employment Coach

**Leiston to
Woodbridge**



Hello

We are a dedicated youth charity, empowering every young person to raise their ambitions and realise their potential.

Working closely with young people, we support their personal development and wellbeing, as well as helping them overcome obstacles and progress onto professional pathways.

Every day, we work to enrich the lives of young people.

Our mission

Inspire is a charity dedicated to helping young people discover their purpose and fulfil their potential. In 2024, over 7,000 young people turned to us for support, guidance, and opportunities.

Our mission is rooted in the belief that every young person deserves the chance to lead a confident and fulfilling life. That's why we focus on all aspects of wellbeing—mental, physical, emotional, and social—to equip young people with the tools and guidance they need to succeed.

To make that all possible, we have an eclectic mix of brilliant people working to do great things for others. We're committed to creating a supportive working environment where both our team and the young people we serve can thrive.

We hope this pack gives you a better understanding of who we are!





The role



Title: Youth Employment Coach

Reports to: Projects Manager (Post-16)

Based at: Ipswich office, Suffolk / Home, when needed

Contract: Fixed-term contract for 1 year

Salary: £23,985 - £27,036

Hours of Work: 30 hours per week (Wednesday is a required working day)

Driver's license and car is essential

As a key player in our youth employment service, you'll provide invaluable support, advice, and resources, guiding them towards fulfilling opportunities in education, employment, and training. You'll also support our tutors working on the Prince's Trust Team Programme, including helping to deliver impactful residential trips. This is the perfect position for someone who wants to make a difference in young lives!

Key responsibilities

1. Rural Engagement

Find innovative methods to connect with rural youth who face transport challenges, ensuring accessibility to our services beyond the main hub.

2. Labour Market Monitoring and Expertise

Actively engage with external partners and local employers to maintain current and relevant Labour Market Information (LMI).

3. Delivering Guidance

Deliver impartial Information, Advice, and Guidance (IAG), offering support in crafting CVs, navigating job searches, and preparing for interviews.

4. Outcome Driven Performance

Proactively achieve KPIs, targeting 55% of young people placed into employment and 25% progressing to further training or education.

5. Stakeholder Relationship Management

Serve as the primary point of contact for local youth, referral partners, and parents/guardians, fostering strong community relationships.

6. Diverse Youth Support

Work with young people with diverse needs, tailoring assistance to address individual challenges and aspirations, including charity residential trips.

7. Workshop Delivery and Engagement

Conduct 1-2-1 and group workshops, emphasising employability skills, job search techniques, and consistent engagement with a caseload.

8. Vacancy Matching

Screen and match candidates with local job and training opportunities, as well as recruiting for internal programmes.

9. Caseload Management

Efficiently manage a caseload of young participants, ensuring 100% engagement and progression and track progress through data entry via the VIEWS CRM system.

The personal profile



We're looking for someone to join our team and help drive our work with young people forwards - does this sound like you?

Essential requirements:

- Proven experience of delivering Information, Advice and Guidance (IAG);
- Previous recruitment experience of outward bound or direct delivery youth work, outreach, or equivalent;
- Proven experience of delivering employability skills training and/or workshops;
- Proven experience of inputting various elements of data/experience in data entry;
- A good standard of education;
- Enhanced DBS Certificate;
- Full UK driving licence and access to own vehicle.

Desirable requirements:

- Proven experience of supporting disadvantaged young people (NEET) aged 16-24 years of age into sustainable outcomes;
- Experience of sourcing a range of different pathways towards the labour market, tailored to young people's needs, aspirations and local Labour Market Information (LMI);
- Career Information, Advice and Guidance (IAG), Level 4 or above.

The benefits

Join our fantastic team at Inspire and enjoy a range of benefits to enhance your own well-being, improve your work-life balance and most importantly make a difference to the lives of the young people we work with. Here is what makes us a great place to work:

Career development:

We invest in your future with access to training and opportunities for career advancement within the organisation.

Your birthday off!

You will be awarded an additional day's leave to celebrate your birthday so you can enjoy your special day without having to worry about work.

Gifted leave:

We understand the importance of quality time with loved ones and that is why we gift additional annual leave over the Christmas period to staff, allowing you to fully enjoy the festive break.

Annual leave accrual:

We recognise and reward your commitment. The longer you stay, the more annual leave you will accrue (up to an additional 5 days) because your loyalty deserves to be celebrated.

Childcare support:

We understand and recognise the importance of family and that's why we offer your children free places (aged between 5-11 years) at our holiday clubs, making it easier for you to balance your work and family life;

Uniform:

We make sure you feel part of the team with a professional, high quality uniform provided at no cost to you.

Free parking:

Enjoy the convenience of free car parking at all of our sites;

How to apply



Deadline: Friday, 5th September 2025

Interviews will be held on Wednesday, 17th September 2025

If you have the right skills and experience to support our charity, then please apply by forwarding an up-to-date CV and covering letter to Jackie Partridge, Project Manager (Post-16) at jackiep@inspirecharityuk.org

We review every application carefully and, if we consider your profile a good match, we will contact you to invite you to take part in the interview process. The first part of the interview process will be a telephone interview and the second part of the process will be in the form of a formal interview.

Shortlisting and interviews will take place while the advertisement is live, which may mean the position is closed early if suitable candidates are found.

We believe in equality, diversity and inclusion. We are committed to welcoming, respecting and valuing people for who they are as individuals, learning from their differences, embracing their uniqueness, and providing a positive workplace for all.

Inspire is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to pre-employment checks including an enhanced DBS check.