



# Youth & Community Co-ordinator





# Hello!

Are you passionate about empowering young people and building stronger communities? Inspire is recruiting for a Youth & Community Co-ordinator, this role oversees the delivery of open-access sessions (including sport, holiday clubs, detached work, school-based activities and targeted 1-to-1 support, including evening and possible weekend delivery).

You will drive high-quality, needs-led provision by undertaking local needs assessments, developing new projects, and ensuring programmes support children and young people to set goals, overcome challenges and access further opportunities.

At Inspire, our work is guided by three core values: Always Together; Nature Growth and Positive Presence. We celebrate wins, learn fast from setbacks and grow stronger together. We value integrity, inclusivity, and active listening and we involve young people in shaping our services.

## 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 & Community Co-ordinator**

**Reports to: Youth & Community Lead**

**Area: Ipswich & Babergh Districts**

**Contract: Permanent**

**Salary: £27,424 - £29,865**

**Hours of Work: Full-time (37.5 hours per week)**

The postholder will be required to work some evenings and, when necessary, weekends.

**Driver's license and car is essential**

# Key responsibilities:

- Lead the team in developing and delivering safe, innovative engagement strategies for young people that meet community needs and align with Inspire's delivery framework.
- Provide day-to-day operational support to Youth & Community Practitioners, ensuring the co-ordination of rotas across both sites for staff and volunteers.
- Coordinate staff and volunteer participation in youth programmes.
- Support safer recruitment of youth workers, sessional staff, and volunteers.
- Lead and deliver youth provision, including open-access sessions, holiday clubs, detached work, school programmes, 1-to-1 support, and evening sessions with possibility for weekend sessions.
- Empower and support young people through one-to-one and group work, helping them set goals, overcome challenges, and access additional services.
- Build strong relationships and partnerships, acting as a key contact for schools, referral partners, families, and representing Inspire at stakeholder meetings.
- Assess local needs and develop new projects, maintaining community networks and creating programmes that respond to the needs of children and young people.
- Ensure safe, high-quality delivery, including safeguarding, health and safety compliance, behaviour management, and equipping staff to manage risk.
- Champion youth voice, ensuring young people influence decision-making, programme delivery, and opportunities for leadership.
- Oversee resources, budgets, and data systems, ensuring accurate recording, regulatory compliance, and continuous improvement of programmes.

# The person 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:**

- Previous experience of the delivery of youth work, including detached youth work, open access group youth work sessions and 1-2-1 youth work interventions.
- Proven experience supporting young people aged 11-18 to achieve their potential, including those from diverse backgrounds.
- Experience of supporting young people with significant barriers, providing holistic support according to the individuals needs and a proven track record of successful interventions.
- Experience of partnership working with relevant support organisations/agencies such as local councils, SCC's Family Care Team, other voluntary sector organisations, schools etc.
- Knowledge of safeguarding, risk management and experience of responding to safeguarding concerns effectively.
- Experience of managing staffing, resources and purchases in line with a budget.
- Proven experience inputting various elements of data/experience in data entry.
- Enhanced DBS Certificate
- Full UK Driving Licence and access to own vehicle

## **Desirable:**

- Previous experience of conducting presentations to both small and medium size audiences.
- Level 3 Certificate or Level 3 Diploma in Youth Work Practice.

# 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!**

After one year's service 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 & Pension contributions accrual:**

We recognise and reward your commitment. The longer you stay, the more annual leave and pension contributions you will accrue because 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;

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.

Apply today as you will be making a real difference every day.



# How to apply

If you have the right skills and experience to fulfil this role, we'd love to hear from you! Inspire is committed to creating an inclusive and equitable workplace and we warmly welcome applications from individuals of all backgrounds.

**Applications to be submitted via Indeed with a covering letter and full CV. Closing dates for applications is Sunday, 22nd February 2026. Interviews will be held early March 2026.**

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 including a session with young people.

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



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