



Personal Development

Lead



Hello!



Are you passionate about empowering young people and building stronger communities? Inspire is recruiting for a Youth & Community Lead to lead, coordinate and deliver Inspire's youth and community work across multiple locations.

We are looking for a proactive and skilled Personal Development Lead to oversee the design, delivery, and continual improvement of programmes that help young people thrive. This hands-on leadership role combines line management, programme coordination, and contractual oversight, ensuring high-quality, well-organised, and responsive provision across the charity. The post-holder will lead service self-assessment and quality assurance processes, support safeguarding standards, and use feedback, youth voice, and impact data to drive improvement. Working closely with colleagues, the role also contributes to demonstrating impact through resources, digital content, case studies, and stakeholder updates.

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:** Personal Development Lead
- Reports to:** Head of Services & Designated Safeguard Lead
- Area:** You will work across all centres (Ipswich, Hadleigh & Lowestoft)
Driver's licence and car is essential
- Contract:** Permanent
- Salary:** £27,424 - 33,528
- Hours of Work:** Full-time (37.5 hours per week)

The role requires travel across Suffolk, including regular attendance at events, meetings and team visits.

Role Overview

We are seeking a proactive and skilled Personal Development Lead to lead the development, delivery, and continuous improvement of programmes that enable young people to thrive. This role has responsibility for shaping a key area of the charity's work, ensuring provision is high-quality, well-coordinated and responsive to the needs of young people, while contributing directly to positive outcomes and long-term impact.

This is a hands-on leadership role combining line management, programme coordination, and contractual oversight. You will ensure the smooth coordination of logistics, countywide events, and resources, maintaining high standards of accessibility, relevance, and delivery across all programmes. The role requires a confident and organised leader who can motivate teams, manage risk, and adapt to changing priorities.

In addition, you will lead service self-assessment activity, embedding safeguarding, quality assurance, and improvement processes. By gathering and responding to feedback, youth voice, and impact data, you will help ensure programmes remain effective, innovative, and focused on meaningful outcomes for young people.

You will work alongside colleagues to communicate impact, ensuring the creation of resources, website content, case studies, and updates demonstrate outcomes and support funder and stakeholder engagement.

The person profile



Essential requirements for the role:

- Proven ability to provide effective line management, set clear objectives, supervise delivery teams, and support performance and professional development.
- Confident in making timely, informed decisions that drive effective delivery and positive outcomes.
- Ability to foster a positive, collaborative, and inclusive team culture, ensuring high-quality practice across programmes.
- Skilled in coordinating programme logistics, schedules, events, and countywide activity, ensuring efficient use of staff and resources.
- Experience overseeing monitoring, reporting, and contractual compliance, including data management and evaluation.
- Ability to use feedback, youth voice, case studies, and impact data to drive continuous improvement.
- Strong understanding of safeguarding, with capability to embed safe working practices and maintain accurate monitoring and reporting.
- Ability to conduct and review risk assessments and escalate concerns appropriately.
- Experience contributing to SAR (Self Assessment Reports), QIP (Quality Improvement Plans), and quality standards.
- Ability to build and sustain strategic relationships with internal teams, external partners, local stakeholders, and referral routes.
- Experience managing contractual partnerships, ensuring compliance and maximising opportunities for young people.
- Ability to work with marketing teams to produce case studies, website content, resources, and promotional materials that communicate impact.
- Confident communicator able to present clear insights, reporting, and updates to support stakeholder engagement.
- Full driving licence and access to a car, due to travel across Suffolk.

Desirable requirements:

- Experience shaping programmes at a strategic level, including design, innovation, and long term planning.
- Advanced skills in analysing attendance, outcomes, and impact data to inform decision-making and service improvement.
- Skills in CRM systems to create reports and understand delivery.
- Confidence in developing targeted communications, news articles, and youth focused content to enhance engagement.
- Experience collaborating with funding, quality, marketing, and senior leadership teams to improve and sustain high-quality provision.
- Being proactive in future marketing communications and how this showcases our services.

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 Friday, 13th February 2026. Interviews will be on Thursday, 19th February 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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