



# Programme Tutor

King's Trust Team Programme

West Suffolk



# Hello!

Are you passionate about working with young people? If so this could be the role for you.

The Programme Tutor will deliver The King's Trusts Team Programme, a 12-week, nationally recognised, personal development programme designed to support young people aged 16–25 who are not in employment, education or training (NEET) to build confidence, resilience, and employability skills.

This position plays a vital role in empowering young people to overcome barriers, gain meaningful experiences and progress successfully into further education, training, or employment.

## Our Mission

Inspire is a Charity dedicated to helping young people discover their purpose and fulfil their potential. In 2025, 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 social, emotional, educational and physical development to equip young people with the tools 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



**Job Title:** Programme Tutor (King's Trust Team Programme)

**Reports to:** Skills Lead

**Location:** West Suffolk

**Contract:** Permanent

**Salary:** £24,762 - £27,502 (Unqualified)  
£27,424 - £33,528 (Qualified)

Working in partnership with The King's Trust, the Programme Tutor will deliver and develop a high-quality 12-week personal development programme designed to support young people aged 16–25 to build confidence, resilience, and employability skills.

Team Programme focuses on engaging young people who are not in employment, education or training (NEET), and through the delivery of an engaging curriculum, the Tutor will play a key role in enabling young people to achieve positive outcomes in employment, education, or training.

As a part of Inspire's Skills Team, the Programme Tutor will work with internal colleagues and external partners to recruit and retain participants, ensuring delivery meets agreed quality standards agreed with both funding colleges and The King's Trust.

Key aspects of the role include planning, coordinating, and delivering inspiring and structured learning sessions in line with organisational standards and the King's Trust delivery framework. The Tutor will create a supportive and inclusive learning environment that promotes personal development, teamwork and practical employability skills.

The role also involves assessing learner progress, providing constructive feedback, and supporting participants to achieve formal qualifications through timely and accurate assessment. The Tutor will be responsible for maintaining high-quality documentation, monitoring learner progress, and ensuring compliance with programme and funding requirements.

# 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 & Pension accrual:**

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



**Billy is now a year into his warehousing apprenticeship, and his progress speaks for itself, Over the past year, he has gained his forklift licence, developed greater confidence and become a trusted and valued member of the team.**

# Key Objectives

1. To work as a Programme Tutor to deliver The King's Trust Team programme, which aims to support NEET young people, aged 16-25 in a 12-week programme.
2. To work with the internal teams and referral partners to engage with and encourage NEET young people into Inspire's range of education and youth development programmes, empowering them to realise their potential.
3. To effectively plan, deliver and develop the King's Trust Team Programme in line with the requirements set by Inspire, The King's Trust and Funding College.
4. Create environments that enable young people to gain new experiences that develop confidence, self-esteem and employability skills whilst supporting them to progress into employment, education or training.
5. To support young people in achieving a formal qualification, including completing efficient and timely assessment of learner work against the qualification criteria.

# Additional Information

- You will be responsible for delivering the Team Programme to 3 Cohorts of young people in an academic year.
- Programme start dates typically are in January, May and September.
- Each cohort will recruit up to 16 young people.
- Each programme is delivered across 12 weeks, with young people expected to engage in learning from Monday – Friday in each programme week.
- Each programme includes a residential experience in week 2 of programme. The Programme Tutor is expected to be lead these experiences with support from other programme and residential centre staff.
- You will work closely with and (Insert role title) to deliver the programme to each cohort.
- Programme dates don't follow a typical curriculum timetable and are delivered across school holidays (with the exception of Summer and Christmas).

# Main Responsibilities

## **Plan and Deliver Learning**

Plan and deliver engaging schemes of learning and individual sessions that meet agreed learning objectives and enable learners to achieve an accredited qualification in line with programme standards.

## **Assessment and Quality Assurance**

Undertake timely and accurate assessment of learner work against agreed criteria and participate in internal quality assurance processes to maintain high standards of delivery.

## **Lead Programme Activities**

Facilitate all elements of the The King's Trust Team programme, including classroom learning, community engagement, social action projects, and the 4-day residential (including overnight supervision).

## **Provide Leadership and Pastoral Support**

Act as a positive role model, providing consistent leadership, motivation, and pastoral support to young people, aligned with Inspire's mission, values, and delivery framework.

## **Safeguarding and Health & Safety**

Take full responsibility for the health, safety, welfare, and supervision of participants throughout all programme activities, including residential and off-site elements.

## **Employer Engagement and Work Experience Coordination**

Work collaboratively with the Employer Partnership Coordinator to plan, facilitate, and support meaningful work experience placements, employer engagement activities, and business insight opportunities, including visiting and supporting learners during placement week.

## **Learner Support and Progression Planning**

Assess individual and group educational and additional needs, set clear objectives, tailor support accordingly, and guide young people towards positive progression outcomes in employment, education, or training.

## **Partnership Development and Administration**

Build and maintain strong relationships with local partners, employers, and stakeholders to secure referrals, social action opportunities, and work placements. Ensure all programme documentation is accurate, complete, and submitted on time, keeping internal systems such as the VIEWS database fully updated.

# The Essentials



## Experience

- Experience and understanding of Safeguarding and PREVENT and following appropriate regulations.
- Experience of working with groups of young people from varied backgrounds.
- Experience of understanding the range of issues facing young people in today's society.
- The ability to maintain good working relationships with a wide range of people, including internal colleagues and external organisations.
- Previous teaching experience in a group setting or delivering similar qualifications.

## Qualifications

- Enhanced DBS Certificate (The role cannot be undertaken if the post holder does not have a DBS Certificate or willing to undergo a full DBS Check).
- A minimum Level 3 Award in Education and Training, or willingness to work towards this qualification while in post
- Driving Licence

## Skills

- Commitment to motivate and inspire disadvantaged young people to achieve their full potential.
- The ability to engage and communicate with a variety of people at all levels.
- The ability to be tactful and sensitive when communicating with young people and to empathise with them in difficult situations.
- Effective time management skills, including the ability to prioritise and manage a varied workload.
- Ability to attend a week-long residential with young people, at least 3 times per year
- Self-motivation, with the ability to work on own initiative.
- Ability to work to deadlines and agreed timescales.
- Strong organisational and administration skills, competent IT skills; including but not exclusively Outlook, Teams, Word, Excel, PowerPoint.
- Good written and verbal communication skills.

# 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 by Wednesday, 17th June 2026. Please send a covering letter and CV to Tony Wilson, Skills Lead at [tonyw@inspirecharityuk.org](mailto:tonyw@inspirecharityuk.org)**

**Interviews will be held 1<sup>st</sup> - 3<sup>rd</sup> July 2026 with a start date planned for 3<sup>rd</sup> August 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.

