



# Personal Development Coach

**Area: West Suffolk**





# Hello!

We are looking for a Personal Development Coach to join Inspire's Youth Employment Service (Thrive) team, supporting young people aged 16–24 who are not currently in education, employment or training. These are young people who are often furthest from being EET-ready, and Thrive Coaches work intensively with them to build confidence, develop key skills, and support their progression into employment, education, or training.

At Inspire, we believe every young person deserves the opportunity to lead a confident and fulfilling life. Each year, we support thousands of young people by equipping them with the tools they need to succeed.

This role is central to delivering our mission. You will work one-to-one with young people, helping them explore their options for employment, education, or training. You will provide tailored information, advice, and guidance to address individual challenges and support them in achieving their aspirations. The role takes a holistic approach, ensuring each young person is engaged effectively and supported in a way that enables meaningful and sustained progression.

## 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 Coach

**Reports to:** Personal Development Lead

**Area:** Mobile role across West Suffolk area, with one day a week at Ipswich office

**Contract:** **Fixed-term for twelve months**

**Salary:** £24,762 - £28,117

**Hours:** Full Time (Monday- Friday)

**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 young people towards fulfilling opportunities in education, employment, and training.

# Key responsibilities

## **1. Diverse youth support**

Work with young people with diverse needs to support them into education, employment or training, tailoring assistance to address individual challenges and aspirations.

## **2. 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.

## **3. Delivering guidance**

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

## **4. Workshop delivery and engagement**

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

## **5. Vacancy matching**

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

## **6. Rural engagement**

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

## **7. Outcome-driven performance**

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

## **8. Stakeholder relationship management**

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

## **9. Labour market monitoring and expertise**

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

# 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:

- Proven experience delivering Information, Advice, and Guidance (IAG).
- Previous experience of outward-bound or direct delivery youth work, outreach or equivalent.
- Experience delivering employability skills training and workshops.
- Minimum of 5 GCSEs at grade A-C, including English
- Enhanced DBS Certificate (this is essential as part of the role and can be undertaken if not already held).
- Full UK Driving License and access to own vehicle.
- Willingness to work outside normal office hours when required. (For example: residential or events)

## Desirable:

- Proven experience of supporting disadvantaged young people (NEET) 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).
- Experience of working with organisations such as Job Centre Plus, SCC's Family Care Team, or educational institutions.
- Proven experience engaging and supporting neuro-divergent young people.
- Information, Advice, and Guidance (IAG) Level 4 or above.

## Attributes:

- Ability to inspire, engage, and build purposeful relationships with young people.
- Presentation and teaching skills.
- Good organisational skills and ability to work to deadlines.
- Self-motivated and target-driven.

# 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;

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 by Friday, 1st May 2026. Please send a covering letter and CV to Lauren Goulder, Personal Development Lead at [laureng@inspirecharityuk.org](mailto:laureng@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 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.



[info@inspirecharityuk.org](mailto:info@inspirecharityuk.org)  
0330 055 0033