

REACHOUT

Recruitment Pack

Youth Development Lead



REACH OUT

Role overview

ReachOut is a national youth development charity and a strategic partner for schools. Through collective mentoring and engaging activities, we build socio-emotional skills that transform outcomes for young people constrained by circumstance. [Read our 2024/25 Impact Report here.](#)

Our Youth Development Leads are the heart of our programme delivery and facilitate high quality and impactful sessions in schools for our young people. Reporting to the Programmes and Impact Manager, you'll work with autonomy to manage your school partners, develop your team of volunteer mentors and collaborate across our ambitious delivery team with a focus on evidence-based continuous improvement.

Who we are looking for:

- Someone who is genuinely passionate about supporting young people and is committed to building strong, trusting relationships. Your insights, feedback, and ideas will be highly valued, with real opportunities to influence and shape how we work as an organisation from curriculum to processes.
- As part of a small, collaborative team, you'll support other colleagues & departments and in return, you'll gain valuable insight into how a charity operates and develop a broad understanding of our work.
- Someone who thrives in a varied and dynamic role where no two days are the same. You'll build a wide range of skills and should be open to learning, adapting, and embracing new challenges as they arise.



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Role Specifics

- Job Title:** Youth Development Lead
- Contract:** Part-time (0.8 FTE) Permanent with a 6-month probation period
- Salary:** £26,227.50 pro rata (£20,982 for 0.8 FTE) in line with the real living wage
- Location:** Manchester
- In-school project delivery Tuesdays, Wednesdays and Thursday with travel costs covered
 - Hybrid working for the remainder of your time – choose to work from home or access co-working spaces across the city
 - Manchester team co-working days - currently twice a month but some team members choose to meet up more regularly
- Hours:** 30 hours a week Tuesday - Friday:
- Standard hours 9:00-17:30 with flexibility offered where possible
 - Working hours to shift, approximately 11:00-19:30, where schools prefer sessions in our later timeslot. We do not currently have any later projects and would not allocate more than 2 in a week
- Annual leave:** 29 days plus bank holidays pro rata (23 days for 0.8 FTE) with a maximum of 4 days to be taken in school term time



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A day in the life

- 9am** Admin from yesterday's Y9 session – school update, register and parent texts
- 10am** New school meeting – planning for an upcoming cohort including referrals & logistics
- 11am** Session prep - calling parents of mentees who missed last week & checking resources
- 12pm** Lunch **1pm** Travel
- 2pm** Arrive early to support your school contact with completing their data
Brief your 4 mentors to ensure they understand how to have most impact today
- 3-5pm** Y5 session - a mentor delivers the icebreaker and you facilitate the curriculum focus of using initiative to set goals. A quick movement break offers an opportunity to practice teamwork and you finish with a wellbeing activity.
- 5pm** Mentor debrief to gather feedback and any mentee progress they saw.

Our team of 5 YDLs includes Ruby in Manchester:



“Watching young people develop socio-emotional skills, build their confidence and improve their wellbeing is the foundation for my enjoyment of the role. To be a great YDL, you must have a passion for building relationships with young people with lots of different behavioural, educational and emotional needs and a commitment to being a reliable adult in their lives.

You'll wear many hats: youth worker, parent contact, volunteer manager, school partner, impact data analyst, delivery team member... the list goes on. I am getting to see all angles of the charity and I am given autonomy to manage my priorities.

The ReachOut staff team is compact, which means as YDLs we are constantly asked for feedback on systems and operations, as our perspective as the 'front line' of ReachOut is really valued. As someone early on in my career, the breadth of experience I am gaining whilst in a socially impactful job, is what I love so much about being a YDL.”

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More about the role



You'd deliver our **evidence-based curriculum**, co-created with the Centre for Youth Impact and our young people. Sessions are planned so you can focus on adapting your delivery to meet the needs of your group.



The programme runs for **12 weeks** as **weekly 2-hour sessions** in the school. **12-16 mentees** work with **4-6 Volunteer Mentors**.

Each session has a skills focus and activities are youth-led:



- Explicit development of **Socio-Emotional Skills**.
- **Wellbeing** focus, developing coping strategies and resilience.
- **Goal setting** and reflection.
- Games, physical, or creative activities to support **engagement** and **confidence**.

Following your mornings working at home or in a co-working space, the table below shows a yearly overview of how you'd spend your afternoons in different schools across Manchester.

	Monday	Tuesday	Wednesday	Thursday	Friday
September	Non working day	Year 7 Greenhill School Salford	Year 5 Park Primary Hulme	Year 6 Park Primary Hulme	Admin & learning day
October					
November					
December					
January		Year 9 Greenhill School Salford	Year 8 St Peter's Stretford	Year 8 St Ann's Oldham	
February					
March					
April					
May		Year 9 MCR High Burnage		Year 5 St Johns Ardwick	
June					
July					
August					

*school names changed



REACH OUT

Our Values and Behaviours

Our team is dedicated to creating a high-performing, solution-focused workplace whereby integrity, accountability, and authenticity guide us. By staying committed to our goals, supporting one another, and driving ambitious results, we safeguard our resources and achieve lasting impact for our organisation and the young people and communities we serve.

What we Value

Integrity

Acting with honesty and strong moral principles in all actions, ensuring transparency and trust in everything we do.

Accountability

Taking ownership of our actions and responsibilities and holding ourselves and others accountable for meeting commitments and delivering results.

Authenticity

Being genuine and true to ourselves, fostering open and honest communication and creating a culture of trust.

Our Behaviours

Committed

Demonstrating dedication and focus, consistently delivering on tasks and goals, whilst actively contributing to the success of the team.

Solution Focused

Maintaining a positive approach to challenges, concentrating on finding practical and effective solutions rather than dwelling on problems.

Compassionate

Showing empathy and care towards colleagues, valuing their wellbeing and offering support during challenges.

Ambitious

Striving for continuous growth and improvement, setting and pursuing high goals and pushing the team and organisation towards success.



Job Description

Project Delivery

- Plan and run your allocated programmes to young people across your region, creating an inclusive and safe environment
- Deliver the ReachOut curriculum in line with quality standards
- Manage the development of young people including their progress towards outcomes, engagement and attendance
- Promote youth participation opportunities and ensure your mentees have their voices heard
- Line manage and develop volunteer mentors to facilitate high-quality relationship building within your groups - our volunteer mentors come from a range of backgrounds and include university students and working professionals
- Provide occasional cover for delivery of other projects within your location
- Demonstrate a commitment to development through regular self-reflection and training participation

Safeguarding

- Safeguard ReachOut's young people, exercise and promote best practices when working with young people in a safeguarding context
- Support the volunteer mentors that you line manage to follow ReachOut safeguarding policies

Project Coordination

- Maintain accurate records for your projects using our CRM (Salesforce) and proactively report on project KPIs as well as regularly sharing impact with schools
- Take responsibility for data collection across your projects as well as taking a data informed approach to decision making and continuous improvement
- Carry out administration for all projects in your remit, including project set up in any new schools and annual impact reporting
- Take an active role in curriculum design and development

Stakeholder Management

- Represent ReachOut in line with our values and mission in all stakeholder communication and at external events.
- Develop and maintain positive working relationships with partner schools, including managing communication to ensure projects run efficiently, ensuring expectations such as data completion are met, and schools are retained year on year
- Work closely with the volunteer team to line manage volunteers
- Communicate with parents to share progress and maintain mentee engagement
- Provide project reports, share anecdotal experiences or facilitate project visits for our funding partners

Other

- Support ReachOut's Impact Reporting and Marketing & Communication work by collecting case studies & project content such as photographs
- Follow ReachOut's policies and procedures
- Carry out any other duties as required by ReachOut and act in a manner that is in keeping with ReachOut's values





Person Specification

We welcome applications from candidates who may not meet all criteria; a real commitment to supporting young people and an eagerness to learn and develop across the role are key.

Attitudes / Behaviours

- Demonstrates belief in ReachOut's mission, an understanding of the challenges facing young people today, and a commitment to upholding ReachOut's values and behaviours

Experience

- Significant experience supporting young people (ages 9–14) with diverse needs, with a strong focus on building trusting and supportive relationships
- Experience of following safeguarding policies and procedures
- Experience in managing volunteers or supporting adults to develop in a different context (e.g. part-time/full-time work)

Skills

- Strong time management and prioritisation skills with the ability to work independently and proactively
- Embraces continuous improvement by reflecting on practice, learning from setbacks, and having the resilience to overcome challenges
- Confident communicator, both verbally and in writing, with strong IT skills enabling effective relationship-building with a range of stakeholders

Please note: We are unable to provide visa sponsorship. To apply you must have the right to work in the UK and the successful candidate will be required to undergo an enhanced criminal record check with the Disclosure and Barring Service (DBS). ReachOut will cover the cost of the check and guide you through the process. All staff have a responsibility to safeguard and promote the welfare of children and adults. The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work within our safeguarding policies.



Employee Benefits

- ReachOut is committed to supporting the well-being and mental health of employees through an Employee Assistance Programme and Mental Health First Aiders
- 29 days annual leave pro-rata (3 of which are used between Christmas and New Year), rising to 30 days pro-rata per annum after two years' continuous service and 32 days pro-rata per annum after five years continuous service
- 3% employers pension contribution
- Hybrid working and hours can be flexed around key activities and attendance at projects, meetings, events etc.
 - Access to co-working spaces across England
 - £100 home working allowance to support your remote working setup
 - Opportunity to work from the EU for up to 5 days per year
- 2 days (or 17 hours) of volunteering within working hours after successful completion of probation
- Commitment to supporting your professional development including weekly supervisions, supportive line management and training opportunities
- Enhanced maternity, adoption and paternity leave after one year of service
- 'Legend of the month' staff award and regular staff socials
- Access to a healthcare cash plan after successful completion of probation

In our March 2026 staff survey, 100% of staff agreed with the statements below:

- My line manager communicates clearly, sets clear expectations and respects my preferred style of communication
- I know what is expected of me and my team
- I am comfortable going to my line manager for support if I am dealing with stress or challenges
- ReachOut respects my time outside of work



How to apply

To apply:

- Please send your CV and a supporting statement to hr@reachoutuk.org
- In the subject line quote **'YDL-MCR'**
- Please also complete [this equality and diversity monitoring form](#)

Your supporting statements should be a maximum of 2 pages and refer to each point of the person specification (page 9). Give specific examples, drawing on past work and volunteering experience, to demonstrate how you meet each criteria.

We recognise that artificial intelligence (AI) such as ChatGPT can be useful for applicants, for example to shorten an initial draft. However, we would caution applicants not to rely on AI as we want to hear your authentic voice and written skills. We will be looking for answers that share experiences that are specific to you.

Key Dates

Applications close	9am Tuesday 7 th July 2026
Assessment Centre	2:30pm-5pm Friday 10 th July central Manchester (exact location TBC)
Second stage interviews	Wednesday 15 th July (online)
Start date pending safer recruitment checks	Approx 10 th August but can offer flexibility

Please inform us in your email at the application stage if these dates are not possible for you. In most cases, we are unable to alter the schedule, but prior notice allows us the best opportunity to facilitate an alternative arrangement.

Our commitment to equity, diversity and inclusion

ReachOut is committed to being an inclusive and diverse organisation. We therefore welcome applications from people of all ethnicities, ages, religious beliefs, gender identities, sexual orientations and any other protected characteristics, to provide a diverse range of experiences, ideas and insights into our work. **ReachOut wants to increase the representation of our young people amongst our staff, so if you are from these ethnic groups, we would particularly appreciate receiving your application.**

Find out more about who we are
and what we do at reachoutuk.org



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[REACHOUTUK.ORG](https://reachoutuk.org)



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