



# INTERIM YOUTH WORK MANAGER

**Salary:** £36,640 FTE OR £180/day (self-employed)

**Hours:** 20-30 Per week

**Term:** Fixed term cover: 3-4 months, starting August 2026

**Closing Date:** Rolling (ASAP!)



CANDIDATE PACK  
SUMMER 2026

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# WELCOME

Hi,

Thanks for your interest in coming to work for TRAIN.

Our Youth Work Manager is taking planned medical leave for a minimum of three months from August, and we need someone to support our team in her absence.

You'll be leading a team of seven youth workers and a full programme of delivery across two sites in Wallingford and Didcot. We need someone to keep the team and the programme running smoothly. But it's more than just holding things steady: there's room for you to strengthen, develop and try new things too.

We're being flexible in all the areas we can to try and make this work. Experience with young people and with management is important, but that can take many different forms, and we're open to candidates coming in from outside our sector. There's plenty of flexibility in our existing team, meaning we can, to an extent, shape the role around you.

If you'd like to discuss the role, please feel free to reach out - I'd be happy to hear from you.

A handwritten signature in blue ink, appearing to be 'Ben'.

**BEN DRABBLE**

CEO

07763200126

[ben@trainyouth.org.uk](mailto:ben@trainyouth.org.uk)



# ABOUT TRAIN

## Section 2

# TRAIN'S APPROACH

TRAIN began as a detached youth work charity, and that foundation still shapes who we are. While our programmes have grown and diversified, we remain committed to working with young people who are often under-served. This includes those who may be facing complex challenges, feeling disconnected from school or support services, or struggling to find their place in the community. Our work is built on trust, consistency and respect, ensuring young people feel seen, valued and able to thrive. We're looking for someone who shares this ethos and wants to help drive it forward in all aspects of our youth work.

We deliver youth work at different levels, depending on the needs of the young people we support:

- **Open Access:** Our youth clubs provide a safe, welcoming space where any young person can drop in, connect with others, and take part in informal learning and activities.
- **Outreach and Detached Work:** We meet young people where they are — in parks, town centres, or wherever they spend their time. These encounters often lay the groundwork for longer-term relationships built on trust and mutual respect.
- **Targeted Support:** For young people who are facing particular challenges, we offer structured one-to-one mentoring and small group work. Referrals often come from schools or other services, and the focus is on helping young people build confidence, stability and a sense of direction.

What brings this all together is our consistent presence in the community. Young people often come across TRAIN youth workers in more than one space, and this continuity builds trust over time and helps us offer joined-up support.

“

**TRAIN does such incredible work for local young people, providing them with a place to feel safe and supported. I am grateful for everything they do and am proud to stand behind their efforts**

”

**Olly Glover,  
MP for Didcot and Wantage**



## VISION

Every young person has the opportunities, tools and support to create a positive future.

## MISSION

TRAIN supports young people aged 10 to 18 in Didcot and Wallingford, especially those who need extra support, to build skills, confidence and self-worth, strengthen wellbeing and belonging, make informed, healthier choices, and contribute positively to their community through open-access and detached youth work, mentoring, leadership and social action.

## IMPACT

Young people in Didcot and Wallingford are connected, confident and participate fully in their homes, schools and communities.



**What I love most about being a youth worker at TRAIN is having the flexibility to respond to young people's needs.**

**Georgie Dawson,  
Youth Worker, TRAIN**



# VALUES

## **Honesty & Integrity**

We communicate openly and honestly with the young people, communities, and stakeholders we serve.

## **Quality**

We deliver quality youth work, building trust, personal growth, and positive change through respectful, engaging relationships.

## **Co-operation**

We build co-operative relationships with local organisations, public bodies, and the community to give young people the best opportunity to thrive.

## **Collaboration**

We partner with others to deliver more for young people, optimising resources and staying true to our mission.





# ABOUT THE ROLE

## Section 3

## ROLE DESCRIPTION

This is a fixed-term cover role leading TRAIN's youth work team while our Youth Work Manager is on planned medical leave.

The team you'll be leading is seven strong — four in primary employment, three sessional. Those in primary employment are all experienced in their roles. Your job is to support them well: holding regular supervision, keeping the programme running, and being the person they can come to when things get complicated.

Day-to-day, that means keeping a busy delivery timetable on track across two sites in Didcot and Wallingford, stepping in to deliver sessions when needed, and maintaining safeguarding oversight across the organisation. Beyond that core, there's genuine scope to develop things. We're not just looking for a caretaker. If you spot something that could work better, or want to try something new, we'd welcome that.

We work with young people who often feel overlooked: those who don't fit neatly into other services, who are navigating real challenges, and who need people around them who show up consistently. You don't need to have come from a youth work background to lead this team well, but you do need to understand that kind of work and value it.

We're open to candidates from a range of professional backgrounds and are prepared to be flexible about how the hours are covered. Presence at our youth centres is important, and you should expect to be on site most of your working days, though there could be flexibility for one day per week working from home.

You'll report directly to the CEO and play a key safeguarding role for the organisation.

# WHAT WE OFFER

**Salary:** £36,640 FTE for direct employees. If you'd like to take on this role in a self-employed capacity, we'll offer a day rate of £180.

This FTE salary assumes 37.5 hours per week, and will be prorated accordingly.

**Contract:** Temporary. 20-30 hours per week (negotiable)

We're expecting our Youth Work Manager to be off from mid August for a minimum of 12 weeks, although this could extend further. She currently works 22.5 hours per week. We've allowed some extra flexibility in the number of hours worked to suit a range of applicants, and we'll adjust your responsibilities accordingly.

- **Annual leave:** 25 days, plus bank holidays
- **Pension:** 3% employer contribution
- **Flexible working:** Flexible hours and some home working
- **TOIL:** For additional evening and weekend work
- **Professional Development:** We're happy to explore training that helps bring you up to speed in any areas you feel need developing
- **Wellbeing:** Full membership of an employee assistance programme with mental health and wellbeing support
- **Culture:** Supportive, collaborative team with regular team meetings and shared learning



# KEY RESPONSIBILITIES

- Line manage TRAIN's youth workers in line with organisational HR policies and procedures, including supervision, performance management, and professional development
- Oversee the full portfolio of youth work provision (including open access, detached, group and one-to-one support), ensuring it responds to the needs and aspirations of local young people
- Promote a culture of equity, diversity and inclusion within the team and across all aspects of youth provision
- Create and strengthen opportunities for meaningful youth voice and participation in service design and decision-making
- Deliver youth work sessions as part of the delivery team, modelling high standards of inclusive, empowering and trauma-informed practice
- Play a lead role in safeguarding, ensuring compliance with safeguarding legislation, policies and best practice
- Develop and maintain strong working relationships with delivery partners and stakeholders, including schools, voluntary sector organisations and statutory services
- Lead on the recruitment, induction and supervision of youth work volunteers
- Monitor, evaluate and report on programme outcomes and performance indicators in line with funder and organisational requirements
- Contribute to the development and delivery of TRAIN's organisational strategy, as part of the senior team
- Support fundraising, communications and stakeholder engagement, including input into bids, reports and promotional activities
- Ensure delivery is compliant with relevant legal, regulatory and safeguarding standards, and with TRAIN's policies and procedures

“**TRAIN is a shining light of youth work in Oxfordshire. The variety of services, the passionate and well equipped team and the position as a traditional but forward thinking youth work service are a real asset for the young people in Didcot and surrounding areas.**”

**David Cruchley,**  
Oxfordshire Youth



# ABOUT YOU

Section 4

# PERSON SPECIFICATION

## Values and Personal Qualities (Essential)

- Committed to TRAIN's mission, vision and values
- Passionate about seeing under-served young people thrive and fulfil their potential
- A collaborative team member, willing to support others and share learning
- Commitment to personal development and reflective practice

## Skills and Abilities (Essential)

- Organised and self-motivated, able to manage multiple priorities across delivery and leadership
- Able to supervise, support and develop staff and volunteers
- The ability to build rapport with young people, colleagues and partners

## Experience and Knowledge (Essential)

- Experience in managing or supervising staff and volunteers
- Safeguarding training and experience
- Experience of working with young people, particularly those facing disadvantage or marginalisation

## Qualifications and Compliance (Essential)

- Satisfactory Enhanced DBS check (required prior to starting)

## Other desirable attributes

- Recognised youth work qualification or other evidence of continuous professional development
- Experience as a Designated Safeguarding Lead (DSL) or deputy
- Willing to work at least one evening per week and some ad-hoc flexible work
- Confident in delivering youth work in a variety of settings
- First aid qualification
- Understanding of health and safety and risk management in youth work settings

Please note that due to the temporary nature of this role, we will be prioritising candidates who are able to start working in August, or early September 2026.



# WHAT NEXT

Section 5

# HOW TO APPLY

To apply for the Youth Work Manager role at TRAIN, please send us:

- Your CV
- A brief covering note explaining your interest in the role (200-300 words is sufficient, preferably without AI slop)

Please email your application to [ben@trainyouth.org.uk](mailto:ben@trainyouth.org.uk) with the subject line: Youth Work Manager Application.

If you're thinking about applying but have questions or want to chat about the role, please feel free to get in touch. You can contact Ben Drabble:

- [ben@trainyouth.org.uk](mailto:ben@trainyouth.org.uk)
- 07763 200126
- Book meeting: [Calendly - Ben Drabble](#)

## **Recruitment Timeline:**

Due to the time-sensitive nature of this role, applications will be considered on a rolling basis, and interviews will be scheduled at a mutually convenient time.

## **Equal Opportunities**

TRAIN is committed to building a diverse and inclusive team. We actively encourage applications from people of all backgrounds, including those underrepresented in the youth work sector. We welcome diversity in age, ethnicity, faith, disability, sexual orientation, gender identity, and lived experience. If there are any adjustments we can make to support your application or interview process, please let us know.



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