



Leeds Programme Facilitator (Youth Voice & Leadership)

Job type: Full Time (40 hrs/week), potential option of part-time for the right candidate

Location: Based at, Clockwise Leeds, Yorkshire House, Greek St, Leeds LS1 5SH

Time period: Initial 12 months fixed term (with a view to extending)

Salary: £29,286.40 - £33,467.20 (Salary Bands F1-F5)

Start date: Monday 19th October 2026 (Flexible for the right person)

Apply by: Sunday 13th September 2026

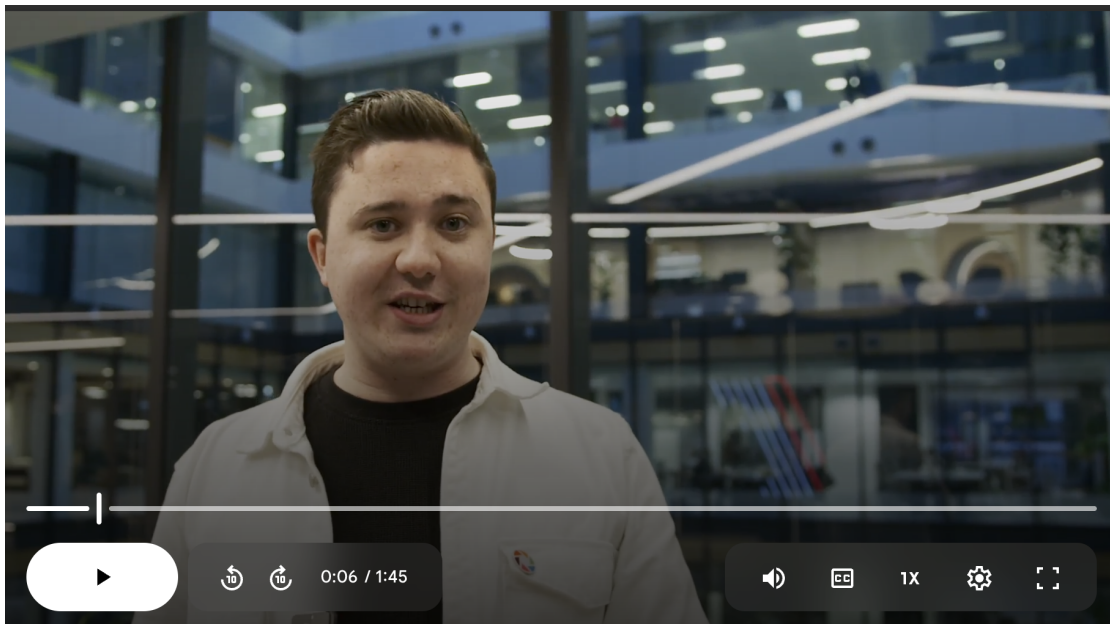
Interview Date/s: Thursday 24th September 2026

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Job Description - Are you passionate about working with young people and have excellent project management skills?

Join an exciting, fast-paced and growing social enterprise as a Programme Facilitator focussed on delivering entrepreneurship, and wider careers and employability programmes for young people.

You'll be joining an organisation that believes every young person can be a changemaker. By developing young people's skills and confidence, we empower them to shape their lives and the world around them. Watch the short video below to see the impact we're leading and how you could be part of it:



Our programme facilitators are our front line team, delivering innovative and exciting programmes with young people across our network of schools, colleges, businesses and community organisations. We pride ourselves on being innovative, embracing new technology and ensuring that we have young people at the heart of everything we do.



Our Approach to Facilitation

Unloc programmes for young people are unique. Our facilitators use innovative learning tools, both digital and physical, to create engaging events and experiences that young people will truly remember. They champion young changemakers and celebrate their successes, believing in the power of young people. You will play a critical role in growing our unique programmes. Click below to see one of our programmes in action.



Unloc facilitation embodies the following key principles:

- **Participative & Inclusive learning** - all participants are involved in activities, with any additional needs taken into account.
- **Experiential learning** - participants go on a journey when taking part in an Unloc session or programme whereby they have an immersive experience, not seen in most classrooms.
- **Collaborative learning** - all participants have the opportunity to collaborate with peers and session leaders to reach a shared goal.
- **Coproduction** - participants have the opportunity to shape and guide the programme they are taking part in, especially on longer-form programming.
- **Role Modelling** - participants are exposed to and inspired by experts and advocates, relevant to their programme.
- **Innovation** - facilitators use innovative learning tools, both digital and physical, to create engaging events and experiences that young people will truly remember.
- **Technology** - facilitators utilise various forms of modern technology as a tool to effectively engage participants.
- **Reflective practice** - participants and facilitators take part in metacognition - thinking about their thinking.

If this describes your approach to working with young people, we'd love to hear from you!



What we offer

Why should people work at Unloc?

- A fun, driven and passionate team.
- A fixed term post with a view to extending the contract.
- Technology including a **MacBook**, **iPhone** and relevant accessories to make your working life easier.
- Growth: we invest in individuals and are an ambitious organisation.
- The opportunity to work with amazing young people.
- A **flexible** approach to working life and **43 days paid annual leave**; 28 days basic holiday plus a week at Christmas, a week Easter, your birthday (if it falls on a working day) and all bank holidays (not already falling within the Christmas break).
- Access to **PerkBox**, an external employee benefits & rewards scheme.
- A generous workplace **pension** scheme whereby the employer contributes 3% of total employee earnings, rather than the legal-minimum of 3% of employee earnings above the threshold.
- A comprehensive **mental health support** scheme for you and your immediate family through Health Assured including the Wisdom app.
- A full year of **team-building** and **CPD** opportunities.

All appointments are subject to pre-employment checks returning satisfactory results including an Enhanced DBS Check, social media checks and Right to Work checks. We carry out these checks as an organisation that undertakes 'regulated activity' as defined by the Safeguarding Vulnerable Groups (SVG) Act 2006. Please note that such checks will include both spent and unspent convictions. Any candidate with convictions relating to offences against children or other vulnerable people will be deemed as unsuitable to work at Unloc and any job offer will be made on this basis.

The recruitment process is outlined in Unloc's Safer Recruitment Policy available at <https://www.unloc.org.uk/policies-and-procedures/>



Key Responsibilities:

Organise, plan and facilitate programmes and events with a focus on youth voice and leadership

- Organise, plan and facilitate (deliver) programmes and events across Unloc's network of schools, colleges, businesses and community organisations. This generally involves designing agendas, booking speakers, managing event resources, leading individual sessions, briefing event support staff, liaising with key points of contact and managing attendance from multiple schools, colleges and partners.
- Examples of such programmes include Lead On, Student Union training, Student Council training, Student Governor training, Changemaker Grants, and Speak Up. You can read more about these [on our website](#).

Supporting the growth of Unloc in Leeds

- Supporting the Leeds Local Manager and Partnerships Development Team to grow the organisation's reach and impact with young people in Leeds and across the North of England, with a particular focus on engaging community organisations and other youth organisations in the area.

Working in partnership with key stakeholders

- Liaise with key stakeholders to work in partnership with and promote Unloc's work. This will include Local Authorities, Education Trusts, Businesses and Community Interest Groups.

Providing regular updates to management

- To provide regular (written or verbal) updates to management on current progress and achievements of individual projects you manage, this includes using and keeping each contract's monday.com board up-to-date.

Providing additional support and opportunities for young people

- Providing support and additional opportunities for young people you work with where possible.

To support other Unloc projects

- To aid other Unloc projects as and when required by the team (in consultation between you and your line manager).

Person Specification:

Qualifications

Essential:

- GCSE Maths and English at grade A*-C / 9-4 (or equivalent).
- Two A-Levels at grade A*-C (or equivalent).

Desirable:

- Level 2 ICT qualification.
- A Bachelor's Degree in a relevant subject (or equivalent industry experience).

Experience and Knowledge

Essential:

- Previous work with young people.

Desirable:

- Previous experience of working in youth voice and/or youth leadership.



- Previous knowledge of the youth/education sector across Leeds and the wider region.
- Previous experience of stakeholder management.

Abilities and Skills

Essential:

- Ability to prioritise and manage own workload.
- Ability to work both independently and as part of a team.
- High-level communication skills including written and verbal communication.

Desirable:

- High level of skill when using Google Workspace.
- Ability to maintain a professional online image including social media platforms such as Instagram and LinkedIn. This includes promoting Unloc's work and opportunities for young people.

Other

Essential:

- Willingness to undertake staff training and development as required.
- Willingness to travel across the wider region on a frequent basis and sometimes further afield, including travel to Portsmouth 2-3 times a year.

Desirable:

- A full UK driving licence.

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