

Youth & Community Outreach Manager

About the Role

Job Title: Youth & Community Outreach Manager

Contract: 12-month fixed-term contract (February 2026 - January 2027, with potential extension subject to funding)

Location: Church Street, Westminster (NW8)

Work Schedule: 3 days per week (Mondays and Tuesdays required, third day flexible). The role includes some Saturday workshops and occasional evening sessions during term time.

Salary: £21,300 per annum (gross salary, pro rata for 3 days per week. Full-time equivalent: £35,500).

Start Date: Mid-February 2026

Application Deadline: 23rd January 2026, 12:00pm

About the Programme

Voices from the Canal (working title) is an environmental arts and creative health programme supporting young people in Church Street, Westminster. Running from April 2026 to August 2027, the programme combines regular creative workshops, oral history recording, environmental arts training, and public showcases to build confidence, wellbeing, and creative skills.

We work with two interconnected groups:

Young people aged 10-15 (Church Street and surrounding area)

The core of our work is with local young people taking part in weekly creative workshops, environmental arts activities, and oral history projects. Sessions run throughout the year including holiday intensives, introducing young people to diverse artistic practices while supporting their overall wellbeing. We expect to work with 60+ young people in depth, with 100+ participating at some point across the project.

Creative Change-makers aged 18-30 (North West London, with Church Street prioritised)

From July-August 2026, we'll deliver an 8-week environmental arts training programme for 15 young people aged 18-30. These Change-makers will receive masterclasses, training, and access to international speakers, then each deliver a paid £200 workshop with our younger participants. One Change-maker will be selected to become our Artistic Director in Residence for 12 months from September 2026.

About Cayr Charity

Cayr Charity promotes public health through creativity, culture, and heritage. We deliver programmes across the UK that use the arts as a tool for health promotion, wellbeing, and community connection.

The Role

The Youth & Community Outreach Manager is responsible for day-to-day delivery of Voices from the Canal. You'll help facilitate regular creative sessions, build trusted relationships with young people and families, ensure safe and inclusive environments, and act as the visible face of Cayr Charity in Church Street. This role is perfect for someone with strong youth work experience and/or community engagement, ideally a passion for creativity or the environment.

Key Responsibilities

1. Programme Delivery & Youth Engagement

- Support regular creative sessions for young people aged 10-15, ensuring safe, inclusive, youth-led environments
- Support the delivery of creative workshops led by our Creative Change-makers (18-30 year olds), which may include podcasting, filmmaking, photography, environmental art, and zine-making
- Build consistent, trusted relationships with young people, supporting their wellbeing and encouraging participation
- Deliver support where needed and escalate safeguarding concerns appropriately
- Drive high engagement during holiday workshops, drop-in sessions, and community events through outreach and relationship-building

2. Safeguarding & Pastoral Care

- Act as the first point of contact for safeguarding during sessions (full training and enhanced DBS check provided)
- Ensure safe systems of working including maintaining registers, monitoring health and safety, encouraging positive behaviour, and escalating issues when required
- Support freelance facilitators and young leaders to understand safeguarding expectations and reporting procedures

3. Community Outreach & Relationships

- Build trusted relationships with families, parents/carers, and local community organisations
- Carry out proactive local outreach in Church Street, including visits to schools, community spaces, housing groups, and local events
- Maintain positive partnerships with local businesses, Westminster services, and referral partners
- Represent Cayr Charity in the community and act as a welcoming, visible presence for young people

4. Project Coordination & Monitoring

- Maintain attendance records, safeguarding logs, and engagement data
- Support the CEO with monitoring and reporting requirements for funders
- Collect case studies, session photos, stories, and quotes for evaluation, reporting, and public exhibitions
- Assist with preparation for exhibitions, showcases, and production phases
- Contribute to evaluation processes and youth feedback sessions

5. Teamwork & Leadership

- Work closely with the CEO (line manager), Producer Events and Producer Environment & Change-makers, and two freelance Support Workers to ensure smooth delivery
- Support and mentor the Creative Change-makers in their paid roles when needed
- Attend training, team meetings, and planning sessions in Westminster and online

Person Specification

Essential

- Significant experience working directly with young people aged 10-15 in community, youth work, education, or creative settings
- Significant experience working within diverse communities, particularly those facing barriers to participation
- Strong understanding of safeguarding, child protection, boundaries, and safe practice (full training and enhanced DBS check will be provided)
- Ability to build relationships with young people with diverse needs, including those from refugee, low-income, or care-experienced backgrounds
- Confident in managing challenging behaviour in a calm, supportive, strengths-based way
- Excellent interpersonal skills and the ability to communicate effectively with families, young people, professional partners, and the wider community
- Willingness to work some evenings during term time and flexibly during school holiday intensives
- Commitment to inclusion, anti-oppressive practice, and trauma-informed approaches

Desirable

- Local knowledge of Church Street, Edgware Road, Lisson Grove, or nearby areas in Westminster
- Interest in creativity, environmental arts, or creative health approaches
- Ability to speak an additional community language (e.g. Arabic, Bengali, Somali, Kurdish)
- Experience working collaboratively with partner organisations such as youth services, libraries, housing teams, or schools
- Experience supporting or mentoring young adults (18-25) in creative or professional development contexts

How to Apply

Please send:

- **CV**
- **Supporting statement** (1 or 2 pages) explaining why you're a strong fit for this role

Send your application to Hannah Thomas, CEO at hannah@cayrcharity.org.uk with the subject line: **Youth & Community Outreach Manager**

Please get in touch if you'd like an informal chat about the role before applying.

Key Dates

Closing date: 23rd January 2026, 12:00pm

Shortlisting: 26th-30th January 2026

Interviews: Week commencing 2nd February 2026 (online)

Start date: Mid-February 2026

Additional Information

- This role is subject to an enhanced DBS check, which will be arranged and paid for by Cayr Charity
- This is a fixed-term employment contract with PAYE arrangements
- The role may be extended beyond January 2027 subject to additional funding

Cayr Charity is committed to equality, diversity and inclusion. We actively encourage applications from people with lived experience of the communities we work with, including people from working-class backgrounds, people from religious and ethnic minority backgrounds, deaf and disabled people, and those with lived experience of migration or the care system.