



NLMCC YOUTH DEVELOPMENT OFFICER

Salary: £25,200 - £27,000 P/A

Term of contract: 35 hours per week (split between service delivery and service development, including regular evening and weekend work)

Reports to: NLMCC Management Team

Application Deadline: 11:59pm, Sunday 9th November 2025

Please Note: All applications must be submitted via the NLMCC application form which can be found at: [We are hiring! – NLMCC](#) By Email to: hashim@nlmcc.org.uk

CVs and Cover Letters will not be accepted

SERVICE BACKGROUND

The NLMCC services have been established since 1980. Delivering a wide range of services such as providing information, advice, casework and reporting.

JOB PURPOSE

The North London Muslim Community Centre (NLMCC) is a vibrant hub dedicated to supporting and empowering our local community. We are seeking a passionate and creative Youth Development Officer to join our team and make a tangible difference in the lives of young people.

THE OPPORTUNITY

This is a unique and rewarding role for a dynamic individual who can inspire and connect with young people from diverse backgrounds. You will be at the forefront of our youth engagement efforts, responsible for both delivering our exciting programme of activities and helping to shape its future.

This role combines hands-on youth work with opportunities to support strategic development, offering a varied and impactful career where you can see the direct results of your work. If you are committed to helping young people build their skills, confidence, and sense of community, we want to hear from you.

WHY JOIN NLMCC?

This is your chance to take on a role with real ownership and impact. You will be a key part of a dedicated team and a respected community organisation, where your work will directly contribute to the wellbeing of local young people. We offer opportunities for professional development and a supportive, collaborative working environment.



KEY RESPONSIBILITIES

Service Delivery & Youth Engagement

- Plan, coordinate, and lead a diverse and engaging programme of weekly activities, projects, and holiday schemes for young people.
- Provide direct, face-to-face support to young people, acting as a positive role model and offering confidential emotional and practical guidance.
- Create a safe, inclusive, and welcoming environment for all participants, catering to young people from various faiths, ethnicities, and with differing abilities.
- Build and maintain positive relationships with young people, fostering their personal, social, and academic growth.
- Ensure all equipment and spaces are well-maintained, safe, and suitable for use, managing inventories and resources effectively.

Service Development & Organisational Support

- Actively contribute to the continuous improvement of the youth service by sharing innovative ideas and feedback with the management team.
- Assist the management team with funding applications by providing case studies, service statistics, and impact reports.
- Develop and maintain strong partnerships with other local agencies, schools, and youth organisations to create a robust support network.
- Create and manage engaging content for our digital platforms (e.g., social media) to connect with and promote our services to young people in the community.
- Uphold the highest standards of confidentiality, data protection, and safeguarding, ensuring all records are accurately maintained in line with NLMCC policies.
- Work collaboratively with the NLMCC team, actively participating in supervision, training, and promotional events.



PERSON SPECIFICATION

Category	Criteria	Requirement
Experience	Demonstrable experience of planning and delivering engaging activities for young people in a formal or informal setting (paid or voluntary).	Essential
	Experience of working collaboratively as part of a team to achieve shared goals.	Essential
	Experience of working with young people from diverse backgrounds, including those with learning difficulties or disabilities.	Desirable
Skills & Abilities	Excellent interpersonal and communication skills, with a proven ability to build rapport and trust with young people, parents, and colleagues.	Essential
	Strong organisational and time-management skills, with the ability to plan, prioritise, and manage a varied workload effectively.	Essential
	Proficient in using digital platforms and social media for youth engagement.	Essential
	Ability to manage budgets and keep accurate records of expenditure.	Essential
	Fluency in a community language such as Arabic, Bengali, Gujarati, Swahili, Turkish, or Urdu.	Desirable
Knowledge & Qualifications	A strong understanding of safeguarding principles and procedures relating to children and young people.	Essential
	Knowledge of the key issues affecting young people in the local community.	Desirable
	A formal qualification in Youth Work or a related field.	Desirable
Commitment & Working Practices	A clear and demonstrable commitment to the Vision and Values of the North London Muslim Community Centre.	Essential
	A strong, practical commitment to equality, diversity, and creating an inclusive environment for all.	Essential
	A flexible approach to work, with the ability to work regular evenings, weekends, and during school holidays as required by the service, and undertake other duties as required to support the service.	Essential