

## **Role Profile**

**Post:** Head of Youth Work, Barking and Dagenham Youth Zone (Future)

**Salary:** £30,000 to £40,000 dependent on experience

**Contract:** Permanent, full time (significant evening and weekend work)

**Reporting to:** Chief Executive

### **Role purpose:**

The Head of Youth Work holds overall responsibility for delivering a vibrant, open-access Youth Zone for the young people of Barking and Dagenham, working with up to 300 young people per session. They will be accountable for the effective development and delivery of the core provision including junior, senior and holiday clubs. In addition they will be expected to work in line with quality assurance for youth work, and ensure that the Youth Zone provides a fun, supportive, safe and inclusive place which attracts and retains young people to motivate them and raise their aspirations.

### **Context of the post:**

Youth Zones are amazing places: accessible, vibrant, welcoming, fun and caring are just some of the words used by young people to describe their Youth Zone. Future, which is opening in Spring 2019, will be no exception, and is part of the OnSide network of Youth Zones. Youth Zones are for young people aged 8 to 19, and up to 25 for young people with additional needs.

Many young people, particularly those from socio-economically deprived areas, face an endless maze of boredom, loneliness and temptation, with nowhere to go and a lack of inspiring and productive activities to occupy their leisure time. This can lead to negative impacts on their health, educational attainment and career prospects. These are the young people that will shape the country's future prospects. It is this paradox that lies at the heart of OnSide's drive to establish a national network of Youth Zones; a proven model of youth service provision that is aligned to community needs and supported by cross-sector funding. Youth Zones give 8-19 year olds, and up to 25 for those with a disability, affordable access to a broad range of sport, arts and employability services, designed to help them lead active, positive lives and raise their aspirations for themselves and their community.

Future Youth Zone is centrally located, dedicated to young people and makes a bold statement about the importance of giving young people high quality places to go in their leisure time. Open 7 days a week, at weekends and during school holidays, the Youth Zone's purpose is to help young people grow to be happy, healthy and successful adults. The state-of-the-art £6.5 million building will provide young people with access to a range of activities, all offering young people the opportunity to try new things, meet new friends and gain support from friendly, warm and positive staff and volunteers. The facilities include a 3G pitch, a gym, sports hall and recreation area, and dance, arts, music and media suites.

We are looking to recruit an experienced Youth Worker to join this brand new staff team, with solid, hands on experience in delivering high quality, open access youth work, and managing targeted

projects, to lead the team of full and part time staff and volunteers to provide an incredible service to the young people of Barking and Dagenham.

### **Duties and Responsibilities**

- To recruit a high quality, motivated team of staff and volunteers
- Through the Youth Zone delivery team, to deliver a 7 day a week, inclusive offer to young people, within a culture of continuous improvement;
- To assist the delivery managers to programme and structure effectively and safely, the sessions on offer to young people;
- To develop and motivate the delivery team to provide an exceptional offer for young people, and be a role model for both the team and young people, presenting a positive 'can do' attitude;
- To work within the performance framework of the Youth Zone and OnSide;
- To ensure the offer is well communicated to all young people;
- To ensure standards of behaviour, within the Youth Zone, are maintained;
- To comply with all policies and procedures, with particular reference to safeguarding, codes of conduct, health and safety, and equality and diversity, to ensure all activities are accessible;
- To ensure the facilities remain at a high standard through the effective communication of issues to the support team, and ensure the building is fit for purpose;
- To represent the Youth Zone positively and effectively in all dealings with internal colleagues and external partners;
- To ensure that young people and their ideas contribute fully to the planning and delivery of all activities in the Youth Zone;
- To ensure that overall and programme participation targets are consistently met, for example attendance targets and outcomes targets for funded projects;
- To manage budgets as required;
- To demonstrate commitment to the process of feedback and review of the Youth Zone's delivery, and develop systems and procedures to measure performance in order to demonstrate the impact of the Youth Zone, and ensure continuous improvement of delivery;
- To develop relationships and partnerships within the borough, exploring areas for joint working where appropriate;
- To network at a senior level with key partners, stakeholders and supporters, in order to maintain relationships at the highest level to secure significant support;
- As part of the senior management team, to deliver a focused, measurable contribution to the Youth Zone's overall strategic plan;
- To carry out any other reasonable duties as requested by the Chief Executive
- To manage and develop teams of staff, including part time youth workers and volunteers, supporting and coaching them to achieve their full potential.

### **What will success look like?**

The successful candidate, in the first 12 months, will have: -

- Supported the Youth Zone to open and attracted up to 3000 members from across the borough.

- Created, with the delivery team, vibrant, well attended and clearly programmed sessions which take place in a safe environment every day.
- Delivered a range of activities within the open sessions by creative use of the staff budget, links with local clubs and the development of an army of volunteers from the local community.
- Developed and led the delivery team, both individually and as a team, to enable them to perform to an exceptional standard, providing a supportive, safe, inclusive and ambitious environment.
- Developed the funded targeted work to the point of a proven track record of delivering successful targeted outcomes.
- Introduced the OnSide evaluation framework, enabling the team to use the tool to enhance the quality of the support given to help young people's progression.
- Have developed strong local partnerships which result in direct benefit to the borough's young people.

### Person Specification

<b>Person Specification Selection Criteria*</b> A = Application Form, I = Interview, T = Assessment	<b>Essential or Desirable</b>	<b>Method of Assessment</b>
<b>Experience</b>		
Substantial experience of youth work	Essential	A & I
Substantial experience of leading and managing activities	Essential	A & I
Significant experience of managing staff and volunteers	Essential	A & I
A track record of successful project management	Essential	A, I, T
Experience of working with a range of IT systems	Essential	A
Experience of working through a staff team to deliver results	Essential	A, I & T
Experience of working within a team and prioritising work	Essential	A & I
Experience of managing and budgets	Essential	A, I & T
A track record of working with external funders	Desirable	A & I
<b>Educational / Vocational Qualifications</b>		
Educated to degree level in a relevant subject or equivalent experience	Essential	A
GCSE or equivalent literacy and numeracy	Essential	A
A professional Youth Work qualification	Desirable	A
<b>Skills</b>		
Excellent communication skills, both verbal and written, relationship building, negotiation and interpersonal skills	Essential	A, I & T
Ability to relate to young people from all backgrounds	Essential	A & I
Effective people management and coaching skills	Essential	A & I
Ability to both lead a team and work as a team member	Essential	A & I
Self-motivated and able to work to multiple deadlines, remaining calm under pressure	Essential	A & I
Strong organisational skills, with structured approach, ability to be flexible and responsive with a focus on results	Essential	A & I
Ability to be non-judgemental and open-minded	Essential	A & I



Ability to care about and be sensitive to individuals and the community	Essential	A & I
Is able to be flexible to meet the needs of young people	Essential	A & I

**The role will initially be based in temporary offices at Coventry University, Dagenham, until the opening of the Youth Zone in early 2019.**

**Remuneration package**

Salary: £30,000 to £40,000 per annum dependent on experience  
Holidays: 33 days per annum (inclusive of bank holidays)

**The strength of the OnSide Network of Youth Zones is the diversity of its people, we place huge value on different people doing things in different ways and we welcome applications from what might be considered none traditional backgrounds. The one thing we all have in common is our desire to raise the aspirations of young people across the country. Future Youth Zone is also committed to the safeguarding of young people. This post is subject to an enhanced DBS check.**