

### Role Profile

<b>Job title</b>	<b>Youth Zone Receptionist</b>	<b>Salary:</b>	Up to £10.55 an hour
<b>Reporting to:</b>	Business Administration Manager	<b>Holidays:</b>	33 days including bank holidays
<b>Location:</b>	The Future, Barking and Dagenham Youth Zone	<b>Hours:</b>	9 - 35 hours per week <b>(multiple positions available)</b>

**The Person:** Do you want to use your friendly and welcoming nature alongside your organisational and front of house skills to positively change the lives of young people? You will be passionate about ensuring all young people have access to a safe and fun environment.

**Key Relationships:** Fundraising Development Manager; Head of Youth Work, Volunteer & Training Manager; Other Youth Zone staff, OnSide, External Stakeholders, Young People, Parents, Visits, Facilities Officer

**Key Dates:** **Closing date 9 AM 15<sup>th</sup> January 2019**, Interviews week commencing 21<sup>st</sup> January 2019. To apply please complete the application form found on our website



### Job Purpose:

A vital front of house role, the reception is the first point on contact for young people and their parents. Your face will be the first face they see and the warm welcome will set the tone for their whole Youth Zones experiences. Without a welcoming professional team, who are also positive about young people, the Youth Zone would not function. Working during the Youth Zone sessions you are responsible first of all for giving every young person a positive experience when they enter Future Youth Zone. You will be responsible for the reception area ensuring young people enter the session smoothly, processing new members, directing phone calls and enquiries, maintaining the membership database efficiently and carrying out regular communication.

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

Barking and Dagenham Youth Zone, named “Future” by local young people will be the first Youth Zone in London opened by the national charity, OnSide. Opening to young people in Spring 2019. This is an exciting and unique opportunity to join the delivery team pre-opening and play your part in history, shaping opportunities and Youth Work for London’s young people.

Future, like all OnSide Youth Zone exists to give all give young people, particularly those who are disadvantaged, somewhere to go, something to do and someone to talk to. Each Youth Zone is, 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.

Future’s state-of-the-art £6.5 million building on Parsloes Park, 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 seven days a week, with state-of-the-art facilities equipped for a wide range of sporting, artistic, cultural and general recreational activities and targeted services. To access a Youth Zone young people aged 8 – 19 (or 25 with additional needs), simply pay 50p per visit and £5 per year membership.

Find out more by watching ....

<https://www.youtube.com/watch?v=Yb18h1TPRNE>

<https://www.youtube.com/watch?v=Q3fFHKXV7ZQ>

<https://www.youtube.com/watch?v=sZCMoDYeFTQ>

.....it might just change your life!

### **Duties and Responsibilities - General**

- Be a role model for young people and present a positive “can do” attitude
- Take personal responsibility for own actions
- Commit to a culture of continuous improvement
- Work within the performance framework of Future Youth Zone and OnSide
- Represent Future Youth Zone positively and effectively in all dealings with internal colleagues, and external partners
- 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
- Represent Future Youth Zone positively and effectively in all dealings with internal colleagues, and external partners
- To be alert to issues of safeguarding and child protection, ensuring the welfare and safety of Youth Zone members is promoted and safeguarded, and to report any child protection concerns to the designated Child Protection Officers using the safeguarding policies, procedures and practice (training to be provided)
- To assist with any promotional activities and visits that take place at the Youth Zone

- To actively promote the Youth Zone and positively contribute towards increasing Youth Zone membership

### **Duties and Responsibilities - Detailed**

- To take responsibility for maintaining the reception area at the Youth Zone and providing a welcoming environment
- To act as the first point of contact for Youth Zone members, staff, volunteers, suppliers, visitors and the general public
- To ensure new members are welcomed into the Youth Zone and introduced to a member of the youth work team
- To ensure Junior members leave sessions safely in the care of parents
- To ensure visitors comply with health and safety requirements and child protection/safeguarding procedures, including the allocation of visitors' badges
- To deal with telephone enquiries, take and relay messages, screen and direct calls
- To book Youth Zone members into sessions, enter new members on to the membership database and collect entrance fees (training will be provided for the membership database)
- To support young people with completing membership forms and to issue membership cards
- To cash up at the end of each Youth Zone session
- To ensure that any administration and paperwork is up to date and completed by the end of each Youth Zone session
- To maintain the meeting room calendar for the Youth Zone
- To keep records up to date related to attendance, trips, events and meetings
- To support the smooth running of the Youth Zone session as required
- To assist with any general administration and communication functions as required
- Carry out any other reasonable duties as requested by manager

## Person Specification

Selection Criteria*	Essential or Desirable	Method of Assessment
A = Application Form I = Interview T = Test/Personality Profile		
<b>Experience</b>		
Managing or supervising a reception desk or entrance point	Essential	A & I
Working in a customer facing environment	Essential	A & I
Dealing with the general public	Essential	A & I
Handling cash	Essential	A & I
Experience using a membership system or database	Desirable	A & I
Experience working with young people	Desirable	A & I
<b>Qualifications</b>		
GCSE in Maths and English or equivalent	Essential	A
A basic IT or computer literacy qualification	Desirable	A
<b>Skills</b>		
Ability to engage with all types of people from young people, community members and colleagues to official visitors and Board Directors	Essential	A & I
Willingness to support the Youth Work team in ensuring a safe, fun and welcoming environment for all young people	Essential	I & T
Ability to diffuse pressurised situations while remaining calm and in control	Essential	I & T
Good communication and interpersonal skills	Essential	A & I
Ability to work on own initiative and as part of a team	Essential	A & I
Ability to pay attention to detail, be thorough and organised	Essential	A & I
Excellent time keeper	Essential	A & I
<b>Knowledge</b>		
Knowledge of computers and relevant software such as MS Office	Essential	A & I
Knowledge of the issues which effect young people and safeguarding	Desirable	A & I
<b>Special Requirements</b>		
A willingness to work unsociable hours when required	Essential	A & I
A willingness to cover events, holidays and staff absence	Essential	A & I
DBS clearance and committed to Safeguarding children	Essential	A & I

\* Selection criteria for guidance only, alternative methods may be used to assist the selection process

**The strength of the OnSide Network of Future Youth Zone 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 non-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 are committed to safeguarding and promoting the welfare of children, young people and vulnerable groups.**

For information regarding how OnSide Youth Zones processes your data, please click here: <https://www.onsideyouthzones.org/applicant-privacy/>

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## ON SIDE YOUTH ZONES NETWORK VALUES

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### YOUNG PEOPLE FIRST

Young people are at the heart of everything we do, inspiring and challenging us to deliver services that exceed their needs and challenge them to be the best they can be.

### EXCELLENCE

We encourage ourselves and each other to be best we can be through continuous learning and improvement, and a focus on finding solutions.



### RESPECT

We act with honesty and integrity, celebrating diversity across the whole organisation and caring about each other, our young people and the Youth Zone environment.



### AMBITIOUS

We are passionate and driven in taking on new challenges, embracing new ideas, and exceeding our ambitions for young people, the Youth Zones and our local communities.

### COLLABORATIVE

We will create and nurture strong, creative partnerships, working together to achieve better results and outcomes for young people.

