

Role Profile

Job title	Youth Worker, Junior and Holiday Club Manager	Salary:	Up to £28,000
Reporting to:	Head of Youth Work	Holidays:	33 days including bank holidays
Location:	Future Youth Zone (Barking & Dagenham)	Hours:	40 hours per week (including evenings & weekends)

The Person: We are for looking someone who is passionate about Youth Work and Play Work and wants to see the lives of 8-12 year olds transformed through access to an exciting, fun and engaging Junior and Holiday Club Programme. You will be as comfortable managing a team and designing our Junior offer as you are leading from front in full fancy dress in our school holiday club sessions!

Key Relationships: Youth Zone staff, young people, volunteers, parents, key partners in Future Youth Zone.

Application Deadline: 9am on 13th May

Key Dates: **Assessment Day** 16th May (Interview and meet young people)

Job Purpose

As a lead member of the delivery team you will you will work across all Youth Zone sessions and have lead responsibility for the Junior Club and Holiday Club offer to 8-12-year olds, ensuring there is a high-quality, creative and fun offer, which focuses on the needs of young people and is in line with Future Youth Zone's aspirations to provide young people with the best possible experiences and opportunities. You will have a passion to put young people first!

The Holiday Club runs all day Monday to Friday during school holidays. You will be responsible for the continuous improvement of the delivery and inputting towards the strategic delivery plan for Future Youth Zone.

This is a fun, exciting and challenging role in a new, growing and ambitious charity where with up to 250 young people attending a session no two days will ever be the same.



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.

The 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=sZCMoDYEfTQ>

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

OnSide Youth Zone Network

OnSide Youth Zones, established in 2008, has been growing rapidly and has ambitious plans to create 100 Youth Zones in towns and cities, giving young people somewhere safe and inspiring to go in their leisure time. 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.

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 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
- To adhere to Future Youth Zone policies at all times, with particular reference to Health and Safety, Safeguarding and Equal Opportunities

Duties and Responsibilities - Detailed

- To lead on the development, implementation and review of the Junior and Holiday Club offer by:
 - Coordinating input from and ownership from the wider staff team and young people including the sports, arts, inclusion and enterprise coordinators, resulting in a diverse offer which responds to the needs and interests of young people
 - To ensure that there is a clear path in place for young people to transition from the Junior Club to the Senior Club; by working closely with the Senior Club Lead to achieve this.
 - Ensuring the programme is safe, creative, fun, challenging and contributes toward the development and growth of young people, in particular confidence, social skills, resilience, health and aspiration.
 - Ensuring the programme is varied in nature, making full use of the Youth Zones facilities and the diverse skill set of the staff team ensuring the offer includes the arts, sports, issue based work, enterprise, support advice and guidance and much more
 - Ensuring a regular review and evaluation of the programme including capturing the outcomes and positive impacts, recording soft and hard outcomes, presenting case studies and celebrating the achievements of young people
 - Ensuring high reach and engagement across the Junior and Holiday club, achieving and exceeding KPI's set by the Board, Chief Executive and Head of Youth Work including for example membership, attendance and representation.
- To lead the delivery team on sessions providing:
 - Clear hands on leadership, role modelling and coaching to ensure high standards of delivery are maintained
 - Clear structure, planning and purpose to underpin every session with clear session briefs and debriefs
 - Leading on safeguarding and behaviour management during sessions to ensure Future Youth is a welcoming environment for all young people

- To ensure compliance with safe working practices to ensure the safety of young people
- To manage, induct, train, support and develop a team of full and part time youth workers and volunteers to contribute to the programme development and delivery working with the Training and Volunteer Manager supporting CPD and opportunities for accredited and recorded learning
- To motivate, encourage and support young people to participate fully in sessions
- To manage the Junior and Holiday Club budget and other resources effectively to maximise the benefits to young people
- To support the Youth Zone promotional and outreach plan working in the community both with partners and directly with young people
- To work with the Youth Zone staff to identify opportunities and funding for additional opportunities and experiences for young people
- To take a lead role in ensuring the safeguarding of young people by
 - ensuring that you fully understand and implement all of the roles and responsibilities in relation to Safeguarding Children and Young People
 - ensuring staff and volunteers maintain safeguarding standards and contribute toward the safeguarding strategy at Future Youth Zone, in particular by ensuring safeguarding issues and themes facing young people are raised and addressed
 - attending and contributing towards safeguarding meetings and strategies procedures involving young people with which you are working
- To develop effective joint working with schools and other agencies to ensure a holistic approach in service delivery to young people including representing the Youth Zone at meetings with partner agencies
- To, as a key holder take responsibility for the close down and opening up of the youth zone as required
- To support across the whole Youth Zone offer as required which will takes place every evening, weekend and during school holidays and will occasionally include residential work
- To deputise for the Head of Youth Work as required
- Carry out any other reasonable duties as requested by management

Application Process

To apply and for further information about Future Youth Zone please visit our website <https://www.futureyouthzone.org/get-involved/vacancies-2/> and complete the application form.

In accordance with our Child Protection and Safeguarding procedures, this position requires an Enhanced DBS check

Key Words

Senior youth worker, youth work lead, youth work manager, youth club lead, youth club coordinator, play worker, Junior youth worker, lead youth worker, youth support worker, children's and young people worker, child development worker.

Person Specification

Selection Criteria* A = Application Form I = Interview T = Test/Personality Profile	Selection Criteria*	Selection Criteria*
Experience	Experience	Experience
Proven experience of working with young people aged 8 to 19 (25 with disabilities) in a range of settings	Essential	A & I
Proven experience of engaging vulnerable, disengaged or hard to reach young people	Essential	A & I
Experience of youth work	Essential	A & I
Experience of play work and work with 8-12 year olds	Essential	A & I
Experience of managing a staff team including volunteers	Essential	A & I
Experience of dealing with safeguarding issues within a multi-agency setting	Essential	A & I
Organising and delivering a programme of youth work activities in an open access setting	Essential	A & I
Experience of monitoring and evaluation processes	Desirable	A & I
Experience of working with those with disabilities	Desirable	A & I
Experience managing externally funded projects	Desirable	A & I
Experience providing information, advice, guidance and support to young people	Essential	A & I
Skills		
Excellent communication skills to deliver activity programmes to a wide range of young people	Essential	A & I
Ability to motivate and engage staff, volunteers and young people through sessional work	Essential	A & I
Strong commitment to young people and ability to engage and build positive relationships with disengaged young people	Essential	A & I
Ability to establish good professional relationships with young people, adults and partner agencies/organisations	Essential	A & I
Ability to manage and organise several tasks at a time	Essential	A & I
Ability to take initiative as part of a team, and lead a team	Essential	A & I
IT literate	Essential	A & I
Educational / Vocational Qualifications		
A professional youth work or play work qualification at level 4 or above (or equivalent)	Essential	A
GCSE or equivalent literacy and numeracy	Essential	A
A management or leadership qualification	Desirable	A
Knowledge		
Understanding the challenges faced by young people and issues facing their lives	Essential	A & I
Understanding of theory and practice of working with 8-12 year olds (youth work/play work/teaching)	Essential	A & I
An understanding of safeguarding and current policies/initiatives	Essential	A & I
A wide ranging "toolbox" of youth work resources, activities and challenges to impart to the delivery team	Desirable	A & I
Special Requirements		
A willingness to work unsociable hours when required	Essential	I

DBS clearance and committed to Safeguarding children	Essential	A & I
The ability and willingness to travel to meetings and events both at Future Youth Zone and beyond	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/>

OnSide Youth Zones Values

ON-SIDE YOUTH ZONES NETWORK VALUES



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.

