**ROLE PROFILE**

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| **JOB TITLE:** | Junior and Holiday Club Manager | **SALARY:** | £29,680 - £33,920 |
| **REPORTING TO:** | Head of Youth Work | **HOLIDAYS:** | 33 days including bank holidays |
| **LOCATION:** | Future Youth Zone, 201-225 Porters Avenue, Dagenham, RM 5YX | **HOURS:** | Full time - 40 hours per week, including evenings and weekend work. Must be available to directly lead all of our [Junior Club Sessions](https://www.futureyouthzone.org/become-a-member/#tab-1-0-junior-club). |
| **THE PERSON:** | We are looking to recruit an experienced Youth Worker to join our committed staff team, with solid, hands on experience in delivering high quality, open access youth and play work. This is a fun, exciting and challenging role in a growing and ambitious charity where with up to 200 young people attending a session no two days will ever be the same. | | |
| **KEY RELATIONSHIPS:** | Young people and parents, Head of Youth Work and Future Youth Zone staff, volunteers, partners and stakeholders | | |



**JOB PURPOSE:**

As an integral member of the delivery team you will have lead responsibility for the Junior and Holiday Clubs offer to 8-12 year olds. You will create a high-quality, creative and fun environment, 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 and be responsible for the continuous improvement of the delivery and input towards the strategic delivery plan for Future Youth Zone. This is a fun, exciting and challenging role in a growing and ambitious charity where with up to 200 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, is the first Youth Zone in London opened by the national charity, [OnSide](https://www.youtube.com/watch?v=3t7SSx-h1Vk) in May 2019. This is an exciting and unique opportunity to join a small but growing, impactful fundraising team and play a critical part in shaping opportunities for East London’s young people and supporting a grass roots, committed, universal youth service.

Future, like all OnSide Youth Zones, exists to give young people, particularly those who are disadvantaged, somewhere to go, something to do and someone to talk to. The 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 £6.15 million building on Parsloes Park, provides young people with access to a range of activities, offering them 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, recreation area and dance, arts, music and media suites, with state-of-the-art facilities equipped for a wide range of sporting, artistic, cultural and general recreational activities and targeted services. The Youth Zone supports young people like [Monique, Owen and Bola](https://www.youtube.com/watch?v=hfQsJCqgsFI) to grow and develop.

**DUTIES AND RESPONSIBILITIES – DETAILED**

* To ensure there is an exciting range of activities on offer for young people aged 8 – 12 years old across 3 sessions every week.
* To lead on the development, implementation and review of the of the Junior and Holiday Clubs offer by:
  + Coordinating input and ownership from the wider staff team and young people including the Sport, Arts, Inclusion and Recreation Co-ordinators, 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 Manager 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 Zone’s 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 regular review and evaluation of the programme including capturing the outcomes and positive impact, 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 Clubs including attendance and representation of the local community.
* 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 Zone is a welcoming environment for all young people
  + To maintain 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 and work with the Volunteer Recruitment and Training Manager to support 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’s 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 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
* As a key holder, to 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 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 the Chief Executive

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

**PERSON SPECIFICATION**

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| **Selection Criteria\***  A = Application Form I = Interview | **Essential / Desirable** | **Method of Assessment** |
| **Experience** | | |
| Proven experience of working with young people aged 8 - 12 years of age 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 and/or play work | 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 work with those with disabilities | Desirable | A & I |
| Experience of monitoring and evaluation processes | Desirable | A & I |
| Experience managing externally funded projects | Desirable | A & I |
| Experience of working with parents, carers and the wider family. | Desirable | 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 qualification | 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 faced in their lives | Essential | A & I |
| Understanding of youth work theory and practice | Essential | A & I |
| An understanding of safeguarding and currently 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 | Essential | I |
| A willingness to cover events, holidays and staff absence | Essential | I |
| DBS clearance and committed to Safeguarding children | Essential | A & I |
| The ability and willingness to travel to meetings and events both in the area and beyond | Essential | A & I |

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

Future Youth Zone is committed to the safeguarding of young people. In accordance with our Child Protection and Safeguarding procedures, this position requires a enhanced DBS check*.*

The strength of OnSide Youth Zones comes from the diversity of the people within our vibrant network. We are proud that our Youth Zone teams reflect the communities they serve, and we value people working together from a range of different backgrounds locally and nationally, and with different experiences, all with a shared passion for boosting the aspirations of young people across the country. Diversity brings innovation, fresh ideas and creativity, and we actively strive to create a culture that is truly inclusive and fair for all and where everyone in the team can be themselves and thrive.

For information regarding how Future Youth Zone and OnSide Youth Zones process your data, please visit [www.onsideyouthzones.org/applicant-privacy/](http://www.onsideyouthzones.org/applicant-privacy/)

