

ROLE PROFILE

SENIOR CLUB MANAGER



JOB TITLE:	Senior Club Manager	SALARY:	£32,330 – 37,630
REPORTING TO:	Head of Youth Work	HOLIDAYS:	34 days including bank holidays and a day off on your birthday.
LOCATION:	Future Youth Zone, 201-225 Porters Avenue, Dagenham, RM9 5YX	HOURS:	40 hours a week
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 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 Senior Club offer to 13-19 year olds (up to 25 for those with additional needs). 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 as Future by young people, was opened in May 2019. The Youth Zone is an independent Charity, but we are proud to be part of the growing OnSide Network whereby we have adopted a set of principles that guide our work with young people.

Our universal offer is focussed around a state-of-the-art, multimillion pound facility that is purpose built and remains dedicated to young people. We work with young people aged from 8-19 (up to 25 with additional needs) and offer an array of activities for young people to get involved in. Our services are affordable for young people who can access the provision for just a £5 annual membership and 50p entry fee. Whilst our building and activities provide a hook for young people to initially engage with us, the relationships they develop with our team of Youth Workers ensures they return night after night. We pride ourselves on being open when young people need us the most, during evenings and weekends, whenever schools are closed.

Since we opened in May 2019 the Youth Zone has had over 14,000 young people sign up as members of which around 60% are male and 40% are female. At times during our opening year 1,600 young people were visiting the Youth Zone every week, making it a go to destination for the next generation. From March 2020 through to January 2022 the Youth Zone operated under a variety of restrictions and challenges as a result of the Covid-19 pandemic. During that period we were able to continue to support young people using new and innovative forms of engagement, whilst we also extended our support to the wider community when they needed it the most.

More recently we have been able to return to a full universal offer for young people and despite the prevalent challenges around the lasting impact of the pandemic, young people feeling isolated and the cost of living crisis our team continue to provide a home from home for young people.

DUTIES AND RESPONSIBILITIES – DETAILED

- To ensure there is an exciting range of activities on offer for young people aged 13+, 5 nights a week
- To lead on the development, implementation and review of the of the Senior Club offer by:
 - Coordinating input and ownership from the wider staff team and young people, resulting in a diverse offer which responds to the needs and interests of young people
 - Ensuring the programme is safe, creative, fun, varied, challenging and contributes toward the development and growth of young people, in particular confidence, social skills, resilience, health and aspiration
 - 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 Senior Club 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 Senior 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 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 Head of Youth Work

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

Selection Criteria*	Essential / Desirable	Method of Assessment
A = Application Form I = Interview		
Experience		
Proven experience of working with young people aged 13 to 19 (up to 25 for those with additional needs) 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 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 providing information, advice, guidance and support to young people	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

THE OTHER BITS...

Future Youth Zone is committed to the safeguarding of young people. In accordance with our Child Protection and Safeguarding procedures, this position requires an 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.futureyouthzone.org/privacy-policy/

OUR VALUES AND STAFF BENEFITS:



EXCELLENCE



AMBITION

