

Role Profile

Job title	Youth Club Manager for 12 – 19 years olds and up to 25 year olds with SEND	Salary:	Circa £28,000
Reporting to:	Head of Youth Work	Holidays:	33 days including bank holidays
Location:	Unitas Youth Zone Burnt Oak, Barnet	Hours:	40 hours per week (including evenings & weekends)
The Person:	We are looking for a highly motivated person, passionate about Youth Work who wants to see the lives of 12-19 year olds and those up to 25 year olds with Special educational needs or disabilities (SEND), transformed through access to an exciting, fun and engaging Senior Youth Zone Programme at our amazing Centre. You will be comfortable managing and leading a team in the design, delivery and continuous improvement of our Senior sessions.		
Key Relationships:	Youth Zone staff, young people, volunteers, parents, key partners in Unitas Youth Zone.		
Key dates:	Closing date of application: 9th April 2019 First interview: Date to be confirmed Second interview with Young People Development Group: Date to be confirmed Must be prepared to travel to one of our established Youth Zones in the North West once offer is made		

Job Purpose

You will have the lead responsibility for the Senior Club offer for our 12-19 year olds and those up to 25 years old with Special educational needs or disabilities (SEND), however, as a Youth Zone Manager, you will be expected to work across all Unitas Youth Zone sessions. You will ensure the delivery of a high-quality, creative and fun offer focusing on the needs of young people in line with Unitas Youth Zone's aspirations, to provide young people with the best possible experiences and opportunities. You will have a passion for putting young people first! You will be responsible for the continuous improvement of the Senior Club delivery and contribute towards the strategic delivery plan for Unitas 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 be the same.

Context of the post:

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. Unitas, opening in Summer 2019, will be no exception, and is part of the OnSide network of Youth Zones.

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 young people 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.

Unitas 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 including 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.

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!

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 OnSide and Unitas Youth Zone performance framework
- Represent OnSide and Unitas Youth Zone positively and effectively in all dealings with colleagues, young people and external partners
- Comply with policies and procedures, with particular reference to safeguarding, codes of conduct health and safety and equality and diversity ensuring all activities are accessible.
- 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 will be provided)

- To assist with promotional activities and visits that take place at the Youth Zone as appropriate
- To actively promote the Youth Zone and contribute positively towards increasing Unitas Youth Zone membership growth
- To adhere to Youth Zone policies, with particular reference to Health and Safety, Safeguarding and Equality.

Duties and Responsibilities - specifications

- **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 including the sport, arts, inclusion and enterprise coordinators, resulting in a diverse offer which responds to the needs and interests of young people

Ensuring 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 Junior Club Manager to achieve this.

Ensuring the programme is safe, creative, fun, challenging and contributes toward the development and growth of young people, 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 senior 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:

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 Unitas Youth Zone 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 Volunteer and Training 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 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 take a lead role in ensuring the safeguarding of young people by:

Ensuring that you fully understand and implement all roles and responsibilities in relation to Safeguarding Children and Young People

Ensuring that staff and volunteers maintain safeguarding standards and contribute toward the safeguarding strategy at Unitas 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
- Take responsibility as a key holder, for the opening up and closing down 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 management

Application Process

To apply for this post and for further information about Unitas Youth Zone please visit our website at <https://www.unitasyouthzone.org/get-involved/vacancies/> and complete the application form.

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

Person Specification for Unitas Youth Zone Senior Club Manager

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 years old and up to 25 years old with Special education needs and disabilities (SEND) 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 of managing externally funded projects	Desirable	A & I
Experience of 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 - competent in Outlook and Microsoft office tools	Essential	A & I
Educational / Vocational Qualifications		
A professional youth work qualification at level 3 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	Essential	A & I
An understanding of youth work theory and practice	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 a commitment to Safeguarding of young people	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

The strength of the OnSide Network and Unitas Youth Zone is the diversity of its people; we place a huge value on different people doing things in different ways and we welcome applications from non-traditional backgrounds. The one thing we all have in common is our desire to raise the aspirations of young people across the country. Unitas Youth Zone is 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.unitasyouthzone.org/privacy-policy/>

Key Words

Senior youth worker, youth work lead, youth work manager, youth club lead, youth club coordinator, lead youth worker, youth support worker, children’s and young people worker, youth development worker, youth programme manager.

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.

