**Role Profile**

**Post: Deputy Head of Youth Work**

**Salary:** up to £30,000

**Contract:** Temporary for 9 months. Full time with significant evening and weekend work. Secondments considered.

**Reporting to:** Head of Youth Work

**Role purpose:**

The Deputy Head of Youth Work role is a crucial role sitting within the Unitas Youth Work Team. Reporting to our Head of Youth Work you will be responsible for closely supporting the co-ordination, planning and delivery of an exceptional 7 day per week youth offer within a state of the art multi-million pound centre.

Working positively, collaboratively and at pace with an enthusiastic and energetic team, you will also seek to ensure that our offer is contemporary, quality assured and that it reflects the wishes, needs and views of young people.

You will hold line management responsibility seeking to ensure that there is strong evidence of effective performance in line with our vision, mission, values and strategic objectives and that our team are afforded continuing professional development opportunity. You will need to be a big voice within a large team, owning and demonstrating a strong ethos, commitment and dedication to improving the lives of children and young people and uniting them to fulfil their full potential. You will be confident in your abilities and able to deputise effectively for our Head of Youth Work as and when required.

**Context of the post:**

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, which opened June 2019, is a proud member 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.

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, at weekends and during 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.

We are looking to recruit an experienced Youth Worker/manager to join this brand new staff team, with solid, hands on experience in delivering and coordinating high quality, open access youth work, and managing targeted projects, to lead a team of full and part time staff and volunteers to provide an incredible service to the young people of Barnet. Like any London borough we have our local challenges and supporting young people to a better future is crucial. Here are just some of our challenges:

**Strategic Need:**

* There are 99,152 children in Barnet aged 0-19, 26% of the overall population. Barnet is forecast to have the largest number of children of any London borough by 2020. The population of children and young people in Barnet is estimated to grow by 3% between 2018 and 2025, when it is projected to reach 101,875. *(Barnet Children and Young People’s Plan (2019-23).*
* Projections suggest that by 2025, the population of children and young people in Colindale will be the highest of any ward, although the wards with the highest proportions of young people aged 0-19 years old in 2025 are projected to be: Golders Green (32%), Edgware (30%) and Burnt Oak (29%). *(Barnet Children and Young People’s Plan (2019-23).*
* The overall number of children and young people with SEN statements or Education, Health and Care Plans rose by 26% between 2014 and 2017 and is expected to rise by a further 20% between 2017 and 2025. *(Barnet Children and Young People’s Plan (2019-23).*
* There are more children from all Black and Minority Ethnic groups in the 0 – 9 age group, than there are White children. Children and young people in the 10 – 19 age groups are predominantly White. This demonstrates a more diverse population shift in the future in terms of ethnicity. *(Barnet Joint Strategic Needs Assessment, 2015)*
* Young people’s top three concerns about local area are: crime (53%); lack of jobs (33%); and not enough being done for young people (31%). *(Barnet Youth Perception Survey, 2018)*
* Approximately 17.4% of Barnet’s children aged under 16 years are living in low-income families *(Barnet JSNA 2015).*
* There are high levels of child obesity in Colindale (13.1%) and Burnt Oak (12.1%) *(Barnet JSNA 2015).*
* The proportion of children who speak English as an additional language in primary schools is 51.2% (the national average is 20.1%). In secondary schools it is 38.2% (the national average is 15.7%). *(Barnet Children and Young People’s Plan (2019-23).*
* Child poverty in the borough is highest in Burnt Oak (36%) and Colindale (37.5%), against a national average of 29% *(Barnet JSNA 2015).*

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**

* To support the development and coordination of a dedicated and motivated team of staff and volunteers
* To lead and develop a small team of staff, supporting the overall youth work offer.
* Through the Unitas Youth Zone delivery team, to support the delivery of a 7 day a week, inclusive offer to young people, within a culture of continuous improvement;
* Working alongside the Head of Youth Work assist the delivery managers to programme and structure effectively and safely, the sessions on offer to young people;
* To support across our HR, business and back office functions ensuring that there is effective working and strong communication between departments.
* To develop and motivate the delivery team to provide an exceptional offer for young people, and be a role model for both the team and young people, presenting a positive ‘can do’ attitude;
* To work within the performance framework of the Youth Zone and OnSide;
* To ensure the offer is well communicated to all young people;
* To ensure standards of behaviour, within the Youth Zone, are maintained;
* To 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;
* To ensure the facilities remain at a high standard through the effective communication of issues to the support team, and ensure the building is fit for purpose;
* To represent the Youth Zone positively and effectively in all dealings with internal colleagues and external partners;
* To ensure that young people and their ideas contribute fully to the planning and delivery of all activities in the Youth Zone;
* To ensure that overall and programme participation targets are consistently met, for example attendance targets and outcomes targets for funded projects;
* To manage budgets as required;
* To demonstrate commitment to the process of feedback and review of the Youth Zone’s delivery, and develop systems and procedures to measure performance in order to demonstrate the impact of the Youth Zone, and ensure continuous improvement of delivery;
* To develop relationships and partnerships within the borough, exploring areas for joint working where appropriate;
* To network at a senior level with key partners, stakeholders and supporters, in order to maintain relationships at the highest level to secure significant support;
* To carry out any other reasonable duties as requested by the Head of Youth Work
* To manage and develop teams of staff, including part time youth workers and volunteers, supporting and coaching them to achieve their full potential.

**Person Specification**

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| **Person Specification Selection Criteria\*** A = Application Form, I = Interview, T = Assessment  | **Essential or Desirable**  | **Method of Assessment**  |
| **Experience**  |
| Substantial experience of youth work  | Essential  | A & I  |
| Substantial experience of leading and managing activities  | Essential  | A & I  |
| Experience of managing staff and volunteers  | Essential  | A & I  |
| A track record of successful project management  | Essential  | A, I, T |
| Experience of working with a range of IT systems  | Essential  | A  |
| Experience of working through a staff team to deliver results  | Essential | A, I & T  |
| Experience of working within a team and prioritising work  | Essential  | A & I |
| Experience of managing and budgets | Essential | A, I & T |
| A track record of working with external funders  | Desirable  | A & I  |
| **Educational / Vocational Qualifications**  |
| Educated to degree level in a relevant subject or equivalent experience  | Essential  | A  |
| GCSE or equivalent literacy and numeracy  | Essential  | A  |
| A professional Youth Work qualification  | Desirable  | A  |
| **Skills**  |
| Excellent communication skills, both verbal and written, relationship building, negotiation and interpersonal skills  | Essential  | A, I & T |
| Ability to relate to young people from all backgrounds  | Essential  | A & I  |
| Effective people management and coaching skills  | Essential  | A & I  |
| Ability to both lead a team and work as a team member  | Essential  | A & I  |
| Self-motivated and able to work to multiple deadlines, remaining calm under pressure  | Essential  | A & I  |
| Strong organisational skills, with structured approach, ability to be flexible and responsive with a focus on results  | Essential  | A & I  |
| Ability to be non-judgemental and open-minded  | Essential  | A & I  |
| Ability to care about and be sensitive to individuals and the community  | Essential  | A & I  |
| Is able to be flexible to meet the needs of young people | Essential | A & I  |

**Remuneration package**

Salary: up to £30,000 dependent on experience. Fixed term for 9 months.

Holidays: 33 days per annum (inclusive of bank holidays)

**The strength of the OnSide Network of Youth Zones 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 none 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 also committed to the safeguarding of young people. This post is subject to an enhanced DBS check**

**Our Vision** at Unitas is to unite young people to fulfil their full potential.

**Our Mission** is to ensure that children and young people, regardless of background, have fun, learn and develop; achieving their potential through exceeding their own, their families and societies expectations of them.

**Our Values** at Unitas are underpinned by OnSide DNA and will be front and centre of all we do. Young people at Unitas have identified values which are important to them and have aligned them with that of the OnSide DNA. Our values will be ‘owned’ and modelled by all involved with the organisation and we will make no apologies in challenging those who fall short of our positive expectations.



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| **OnSide DNA Values:** | **Unitas Values aligned:**  |
| **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. | **Young People First:** We will show an absolute determination to unite young people in order to help them raise their aspirations and to fulfil their potential. |
| **Excellence:** we encourage ourselves and each other to be the best we can be through continuous learning and improvement and a focus on finding solutions. | **Be The Best Version of you:** we want everyone associated with Unitas to be the best they can be, to never settle for ‘just enough’ or ‘second best’ and to constantly strive to do more and to challenge each other for more.  |
| **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. | **Integrity:** we want everyone associated with Unitas to act with integrity, to be honest and open and to respect each other and the youth zone environment.  |
| **Collaborative:** we will create and nurture strong, creative partnerships, working together to achieve better results and outcomes for young people. | **#Oneteam:** All those associated with Unitas will display a willingness to work together and to form positive and collaborative relationships that strive for the best possible outcomes for young people.  |
| **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.  | **Dream Big:** We will support young people to achieve their goals helping them see that they can be whoever they wish to be and that they can have some fun along the way in a safe and nurturing environment.  |