

### Role Profile

<b>Job title</b>	<b>Employability Coordinator</b>	<b>Salary:</b>	<b>Up to £25,000 pro rata part time 20 hours per week.</b>
<b>Reporting to:</b>	Deputy Head of Youth Work	<b>Holidays:</b>	33 days including bank holidays
<b>Location:</b>	Unitas Youth Zone, Burnt Oak, Barnet.	<b>Hours:</b>	20 hours per week (including evenings & weekends)
<b>Key Relationships:</b>	Youth Zone staff, young people, volunteers, parents, key partners in Barnet, patrons and funders, for local employers and training providers		

**Application closing date:** 24<sup>th</sup> August 2020  
**Interview date:** tbc

### Key Dates & Information:

To apply please send your CV and cover letter explaining why you would be suitable for this role, together with a declaration of any convictions (this information will not be shared with the interview panel) and whether you know any young people who attend Unitas to [recruitment@unitasyouthzone.org](mailto:recruitment@unitasyouthzone.org)

### Job Purpose:

To take lead responsibility for the delivery of Unitas Youth Zone's Employability offer, ensuring all young people have the opportunity to develop the skills and knowledge to improve their employability. The post also involves the delivery of a targeted programme to support young people not currently in education, employment or training into positive destinations.

### 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, 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.

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



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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. 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 8-19 year olds, and up to 25 for those with a disability, affordable access to a broad range of sport, arts and employability services that are 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, 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.

### **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 Unitas Youth Zone and OnSide
- Represent Unitas Youth Zone positively and effectively in all dealings with internal colleagues and external partners
- Comply with all policies and procedures, with particular reference to safeguarding, codes of conduct, health and safety, equality and diversity, to ensure all activities are accessible
- Represent Unitas 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. 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 Unitas Youth Zone
- To actively promote the Youth Zone and positively contribute towards increasing Unitas Youth Zone membership

### **Duties and Responsibilities - Detailed**

- To lead on the development, delivery and review of the of the Youth Zone's employability programme and offer by:
  - The creation and delivery of targeted employability programmes which seek to work with young people to develop in areas such as skills development, self-confidence,



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- communication and team work getting them ready to enter the world of work. Its vital that our employability offer considers the post Covid19 16 – 24 employability sector and the challenges that lie ahead within a contracting labour market and is delivered in a blended way with physical delivery and online delivery.
- The creation and delivery of a job club as part of Unitas Youth Zones' core offer
  - Establishing and maintaining strong links with partner agencies, funders, training providers and employers identifying local need and mapping out current local provision.
  - Ensuring young people have access to information, advice and guidance relating to access to training and employability
  - Ensuring young people have access to up to date training and employment opportunities, resources and guidance by maintaining a well-resourced enterprise zone
  - Carry out regular review and evaluation of the employability offer, including capturing the outcomes and positive impacts, recording soft and hard outcomes, presenting case studies and celebrating the achievements of young people
  - To achieve KPI's set by the Board, Chief Executive, Deputy Head of Youth Work and external funders, including for example, progression into employment and training or the development of employability skills
  - To link into national and local initiatives such as This Girl Can which are available to Unitas Youth Zone members and creating more opportunities for young people
  - To deliver accreditation to young people, including taking responsibility for related administration
  - To manage, train, support and develop part time youth workers and volunteers to contribute to the programme enterprise and employability programme (subject to additional funding)
  - To motivate, encourage and support young people to participate fully in sessions
  - To manage the enterprise and employability budget and other resources effectively to maximise the benefits to young people
  - To work with the Youth Zone staff to identify opportunities and funding for additional experiences and openings for young people relating to enterprise and employability
  - To develop effective joint working with schools and other agencies to ensure a holistic approach in service delivery to young people, including representing Unitas Youth Zone at meetings with partner agencies
  - As required, to deputise for the Youth Work Team Leaders and lead sessions, including taking responsibility for the close down and opening up of Unitas Youth Zone



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- To support sessions across the whole Unitas Youth Zone offer as required, which takes place every evening, weekend and during school holidays and will occasionally include residential work
- Carry out any other reasonable duties as requested by management
- This work is predominantly evening and at times weekend work

### Person Specification

<b>Selection Criteria*</b> A = Application Form I = Interview T = Test/Personality Profile	<b>Selection Criteria*</b>	<b>Selection Criteria*</b>
<b>Experience</b>		
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 working in a team and with volunteers	Essential	A & I
Experience of youth work and delivering youth work programmes	Essential	A & I
Experience of delivering enterprise and employability programmes and workshops to young people	Essential	A & I
Experience supporting NEET 16-21 year olds into positive destinations	Essential	A & I
Experience of monitoring and evaluation processes	Desirable	A & I
Experience of work with those with disabilities and additional needs	Desirable	A & I
Experience managing externally funded projects	Desirable	A & I
Experience providing information, advice, guidance and support to young people	Desirable	A & I
Experience of dealing with safeguarding issues within a multi-agency setting	Desirable	A & I
Experience of running own business	Desirable	A
Experience working in the commercial sector (for example retail or service)	Desirable	A
<b>Skills</b>		
Excellent written and verbal communication	Essential	A & I
Ability to coach, encourage, motivate and provide reliable support to children and young people	Essential	A & I
Ability to work with groups of young people	Essential	A & I
Strong commitment to young people and ability to engage and build positive relationships with disengaged young people	Essential	A & I



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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 and work creativity	Essential	A & I
IT literate	Essential	A & I
<b>Knowledge</b>		
Knowledge of the issues affecting young people	Essential	A & I
Understanding of the principles of working with children and young people	Essential	A & I
Knowledge of recruitment and selection process	Desirable	A & I
Knowledge of health and safety, diversity awareness and safeguarding best practice and how these relate to children and young people	Desirable	A & I
<b>Educational / Vocational Qualifications</b>		
A professional qualification at level 4 or above	Essential	A
GCSE or equivalent literacy and numeracy	Essential	A
A professional youth work or teaching qualification at level 4 or above (or equivalent)	Desirable	A
<b>Special Requirements</b>		
A willingness to work unsociable hours when required	Essential	A & I
DBS clearance and committed to Safeguarding children	Essential	A & I
The ability and willingness to travel to meetings and events both in the region 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 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.**

**Unitas Youth Zone is committed to safeguarding and promoting the welfare of children, young people and vulnerable groups; this post is subject to an enhanced DBS check.**

For information regarding how OnSide Youth Zones processes your data, please click here: <https://www.onsideyouthzones.org/applicant-privacy/>

**Unitas Vision, Mission & Values:**

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



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

**Our Message:** Your Voice, Your Power, Your Unitas.

**Our Values** at Unitas are front and centre of all we do. Young people at Unitas have identified values which are important to them. 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.

**Unitas Values:**

**Young People First:** We will show an absolute determination to unite young people in order to help them raise their aspirations and fulfil their potential.

**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.

**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.

**#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.



**AH 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.

