

**ROLE PROFILE**

|  |  |  |  |
| --- | --- | --- | --- |
| **JOB TITLE:**  | Activity, Games & Holiday Club Lead | **SALARY:** | Up to £28,000 dependent on experience |
| **REPORTING TO:** | Operational Manager | **HOLIDAYS:** | 33 days including bank holidays |
| **LOCATION:** | Unitas Youth Zone | **HOURS:** | 40 hours per week (including evenings & weekends) |
| **KEY RELATIONSHIPS:** | Young people and parents, Operational Manager and Unitas Youth Zone staff, volunteers, partners, and stakeholders |

**MAIN PURPOSE**

To manage Unitas Youth Zone’s open access recreational area which is at the very centre of the Youth Zone, where every young person enters and spends time in at some point every visit and Holiday Club offer to 8–13-year-olds. The role requires the creation of a space that is warm, welcoming, active, and full of life and challenge. The Holiday Club runs all day, Monday to Friday during school holidays. The post holder will be responsible for creating a lively, dynamic, inspired, and fun-loving environment for all young people aged 8-19 (up to 25 for those with additional needs).

**CONTEXT OF POST:**

Unitas Youth Zone opened its doors in June 2019 and since then we have welcomed thousands of young people through our doors. Unitas 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.

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 On Side’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, 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 provides 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 & RESPONSIBILITIES – Activity, Games and Holiday Club Lead**

* To manage the recreation area at Unitas Youth Zone including appropriate outdoor areas
* Plan and deliver a holiday scheme for out of term time for 13 weeks a year.
* To work directly with children and young people to develop their social skills and build their confidence by delivering programmes of activities and services
* Think outside of the box when it comes to planning and delivering a vibrant programme of activities in the recreation area as this is the heart of both Senior & Junior Club
* To have great energy to establish positive relationships with young people and the wider youth work team and visitors to the Youth Zone
* Ensuring a regular review and evaluation of the Holiday Club programme including capturing the outcomes and positive impacts, recording soft and hard outcomes, presenting case studies, and celebrating the achievements of young people
* To respond to the needs of the young people through activities in the recreation area and on holiday club
* To support and motivate staff and volunteers working in the recreation area and holiday club
* To manage the Holiday Club budget and other resources effectively to maximise the benefits to young people
* To work flexibly to ensure the needs of the members are met, including disadvantaged children and young people and those with disabilities or additional needs
* Ensuring high reach and engagement across the Holiday Club, achieving and exceeding KPI’s set by the Board, Chief Executive and Operational Manager including for example membership, attendance, and representation
* To be continually creative and innovative with the use of space, equipment, and resources to maintain young people’s interest
* To ensure the participation of young people in activities and that their ideas contribute fully to the delivery and evaluation of activities
* The role requires occasionally session leading and locking up of the Youth Zone to cover for Senior and Junior Club Leads. This will be scheduled by your Line Manager, and you will be assigned another member of staff to assist
* Carry out any other reasonable duties as requested by the Senior Leadership Team

**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 and equality and diversity to ensure 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 to be provided)
* To assist with any promotional activities and visits that take place at the Youth Zone
* To actively promote the Youth Zone and positively contribute towards increasing Youth Zone membership.

**PERSON SPECIFICATION**

Good candidates for this role will possess the following skills, knowledge, experience, and personality.

|  |  |  |
| --- | --- | --- |
| **Selection Criteria\***A = Application Form I = Interview  | **Essential or Desirable** | **Method of Assessment** |
| **Experience** |
| Face to face activity delivery, working with children and young people (aged 8 years up) both in groups and individually | Essential | A & I |
| Experience of delivering sports and/or arts activities and/or targeted personal development programmes | Essential | A & I |
| Experience of supporting young people who are disaffected, underachieving and/or have social or emotional barriers to participation | Essential | A & I |
| Experience of working in a team and alongside volunteers | Essential | A & I |
| Organising a programme of youth work activities | Desirable | A & I |
| Experience of working with challenging young people | Desirable | A & I |
| Residential work with young people | Desirable | A & I |
| **Skills & Abilities** |
| Strong commitment to children and young people and an ability to engage and build positive relationships with all young people, including disengaged and disadvantaged young people | Essential | A & I |
| Ability to develop good professional relationships with children, young people and adults | Essential | A & I |
| Ability to work with young people to develop their social education by providing programmes of activities, services and facilities that are fun and enable young people to develop | Essential | A & I |
| Ability to coach, encourage, motivate and provide reliable support to children and young people | Essential | A & I |
| Confident in managing a group of children and young people | Essential | A & I |
| Ability to deliver high quality activity programmes with children and young people who face social exclusion, disadvantage and disaffection | Essential | A & I |
| Ability to identify and challenge discrimination and discriminatory behaviour, taking appropriate action as necessary | Essential | A & I |
| Excellent written and verbal communication skills | Essential | A & I |
| **Knowledge & Understanding** |
| Understanding of the principles of working with children and young people | Essential | A & I |
| Understanding of issues affecting young people’s lives | Essential | A & I |
| Knowledge of health and safety, diversity awareness and safeguarding best practice and how these relate to children and young people | Essential | A & I |
| Delivery of activities within an equality framework | Essential | A & I |
| **Qualifications** |
| Introduction to Youth Work or Youth and Community Work NVQ / VRQ Level 1 or Level 1 Sports Leaders Award | Desirable | A |
| **Personal Qualities** |
| Positive and enthusiastic | Essential | A & I |
| Punctual and reliable | Essential | A & I |
| Commitment to personal and professional development | Essential | A & I |
| A flexible attitude to work and a readiness to perform a variety of duties to ensure an efficient and effective service | Essential | A & I |
| Willing and able to work in the evenings, at weekends and in a residential setting | Essential | A & I |
| A willingness to cover events, holidays and staff absence  | Essential | A & I |
| DBS clearance and committed to Safeguarding children | Essential | A & I |

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

**ADDITIONAL INFORMATION**.

Unitas Youth Zone are committed to safeguarding and promoting the welfare of children, young people, and vulnerable groups. This post is subject to an enhanced DBS check. The strength of the OnSide Network of Youth Zone 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. We are an equal opportunity employer. All applicants will be considered for employment without attention to race, colour, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.