

## JOB DESCRIPTION

<b>Job title</b>	Head of Youth Work	<b>Salary</b>	£35,000-£40,000 depending on experience
<b>Reporting to</b>	Chief Executive	<b>Holidays</b>	33 days a year (inclusive of bank holidays)
<b>Location</b>	Unitas Youth Zone, 76 Montrose Avenue, Edgware, HA8 0DT	<b>Hours</b>	40 hours a week (including substantial evening and weekend work)
<b>Key Relationships</b>	Chief Executive, Senior Leadership Team, Delivery Team, Young People and Parents, OnSide Network colleagues, External organisations		

### MAIN PURPOSE

The Head of Youth Work holds overall responsibility for delivering a vibrant, open-access Youth Zone for the young people of Barnet, working with up to 200 young people per session. They will be accountable for the effective development and delivery of the core provision and some targeted projects, including junior, senior, inclusion and holiday clubs. In addition, they will be expected to ensure Unitas' youth work is of a high standard, and that the Youth Zone provides a fun, supportive, safe and inclusive place which attracts and retains young people to motivate them and raise their aspirations. The post holder will be expected to plan and develop a robust staffing rota that accurately reflects budget parameters and is able to forward plan and manage effectively any changes to the staffing structure. They will also be expected to lead the Delivery team (comprising ten full-time staff and more than fifty sessional staff), holding overall responsibility for its performance and culture.

### GENERAL

Unitas 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**.

### CONTEXT OF THE POST

#### Unitas

Barnet Youth Zone, named "Unitas" by local young people, was the second Youth Zone in London opened by the national charity, OnSide, in the summer of 2019. Unitas is open whenever schools are not – weekday afternoons/evenings, the whole weekend plus during the day during school holidays – and it provides a safe, fun and engaging space for young people to make friends, personally develop and learn new skills. We provide a rich programme of 20+ activities each session across sports, arts, enterprise/employability, health and wellbeing, cooking and more. Informal educational principles, rather than a formal curriculum, are always emphasised and we put young people first – by listening to their voices and always adapting to meet their needs. We also run a range of targeted programmes, including and extensive mentoring framework.

Unitas, like all OnSide Youth Zones, exists to give young people, particularly those who are disadvantaged, somewhere to go, something to do and someone to talk to. Each Youth Zone is open 7 days a week, all year round, with the purpose of supporting young people to become happy, healthy and successful adults.

## **Duties and Responsibilities**

### *Staffing*

- To recruit and retain a high quality, motivated team of staff and volunteers
- To manage and develop teams of staff, including part time youth workers and volunteers, supporting and coaching them to achieve their full potential
- To develop and motivate the Delivery team to provide an exceptional offer for young people

### *The Offer (Programme)*

- Through the Youth Zone Delivery team, to deliver a seven day a week, inclusive offer to young people, within a culture of continuous improvement
- To support the coordinators and club leads to programme and structure effectively and safely, the sessions on offer to young people
- To ensure that the coordinators and club leads are delivering a programme that is up-to-date (and always being updated) and meets the needs of Unitas members
- To work with the Communications team to ensure the offer is well communicated to all young people
- To ensure that overall and programme participation targets are consistently met, for example attendance targets and outcomes targets for funded projects

### *Young People*

- To ensure that young people and their ideas contribute fully to the planning and delivery of all activities in the Youth Zone
- To ensure standards of behaviour, within the Youth Zone, are maintained

### *Policy, Compliance and Quality Assurance*

- To work within the performance framework of the Youth Zone and OnSide
- 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 be on the senior safeguarding team and to be the organisational Designated Safeguarding Lead
- 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 manage budgets as required
- To demonstrate commitment to the process of feedback and review of Unitas' 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

### *Leadership*

- To represent the Youth Zone positively and effectively in all dealings with internal colleagues and external partners
- To present a positive 'can do' attitude at all times
- 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 be a member of Unitas' Senior Leadership Team, and as such embodying the highest standards of professionalism and acting as a role model of the culture we wish to create and making a focused, measurable contribution to Unitas' overall strategic plan

### *Other*

- To carry out any other reasonable duties as requested by the Chief Executive

### PERSON SPECIFICATION

Applicants will be expected to demonstrate the experience, skills, abilities and attributes listed.

<b>Person Specification Selection Criteria</b>	<b>Essential or Desirable</b>	<b>Method of Assessment</b>
A = Application form; I = Interview		
<b>Experience</b>		
Substantial understanding of youth work as part of a universal provision and its benefits to young people	Essential	A & I
Qualification in youth work or play work or a similar field	Desirable	A
Ability to both lead a team and work as a team member	Essential	I
Significant experience of managing and motivating staff and volunteers	Essential	A & I
A track record of successful project management	Desirable	A
Experience of working through a staff team to deliver results	Desirable	A & I
Experience of working within a team and prioritising work	Desirable	A & I
Experience of managing and budgets	Essential	A
Excellent communication skills, both verbal and written, relationship building, negotiation and interpersonal skills	Essential	A & I
Ability to relate to young people from all backgrounds	Essential	I
Effective people management and coaching skills	Essential	I
Self-motivated and able to work to multiple deadlines, remaining calm under pressure even when “firefighting”	Essential	A
Strong organisational skills and the ability to be flexible and responsive with a focus on results	Desirable	A
Ability to be non-judgemental and open-minded	Essential	I
Is able to be flexible to meet the needs of young people	Essential	A & I
Sense of humour and of fun and positivity	Essential	I

**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.**