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**ROLE PROFILE**

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| **JOB TITLE:** | Recreation Area and Holiday Club Coordinator | **SALARY:** | £28,000-£29.000 per annum pro rata dependent on experience |
| **REPORTING TO:** | Junior Club Manager | **HOLIDAYS:** | 33 days including bank holidays pro rata |
| **LOCATION:**  **CONTRACT:** | Unitas Youth Zone, Edgware, London, HA8 0DT  Part-Time (0.6 FTE) | **HOURS:** | 24 hours per week (including evenings and weekends) (0.6 FTE) |
| **KEY RELATIONSHIPS:** | Young people and parents, Head of Youth Work, Junior Club Manager, Senior Club Manager, Unitas Youth Zone staff, volunteers, partners, and stakeholders | | |

**MAIN PURPOSE**

This role has two elements. The first is, year-round, to manage Unitas Youth Zone’s Recreation Area (“The Rec”) for all Unitas’ provision. The ‘Rec’ area is the largest space within Unitas that see a large volume of young people interact in different activities such as table tennis, pool, video games, or used as a general chill space; there is also an outdoor space used in in the warmer weather. Your role will be vital in keeping these spaces are vibrant, energetic and engaging as well as managing our team of ‘Rec’ youth workers to ensure they are supported in their roles and equipped to provide the best service to our members across both Junior, Senior and Limitless (SEND) sessions.

The second is to run our Holiday Club for ages 8-12. Holiday Club runs all day (8am-6pm) on Mondays, Tuesdays, Thursday and Fridays during school holidays (12 weeks per year). The post holder will be responsible for creating a lively, dynamic, inspired, and fun-loving environment for all young people who attend the club.  
  
This role will work according to a shift rota as produced by the Delivery Team. The general pattern of working will be:  
  
*During term time (except the two weeks before each Holiday Club)*: working on session (evening/weekend) twice a week, admin day in the office one day a week  
*The two weeks before each Holiday Club*: working on session (evening/weekend) one a week, two admin days in the office

*During the school holidays*: four days a week (Monday/Tuesday/Thursday/Friday) running Holiday Club (either 7.30am-3.30pm or 10am-6pm). Time Off In Lieu (TOIL) will be offered for the extra hours worked during these weeks after Holiday Club has finished

**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 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, 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 6 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 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 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 safeguarding leads 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.

**SPECIFIC DUTIES & RESPONSIBILITIES – Holiday Club**

* To line manage the Deputy Holiday Club Coordinator
* Plan and deliver a Holiday Club day camp scheme for out-of-term time for 12 weeks a year. Due to the nature of this role, we cannot guarantee annual leave will be granted during the school holidays. Holiday club runs from 8am – 6pm and the two shifts expected to be split between this post holder and the Deputy Holiday Club Coordinator will be as followed:
  + 7.30am – 3.30pm
  + 10am – 6pm
* To work directly with children and young people to develop their social skills and build their confidence by delivering programmes of activities and services.
* 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. This role will also specifically involve reporting on and overseeing the delivery of our Holiday and Activity Fund (HAF), a government initiative provided to support children in receipt of free school meals through the holiday periods
* To respond to the needs of the young people through activities on Holiday Club
* To support and motivate staff and volunteers working on Holiday Club
* To support Unitas’ fundraising efforts by, for example, facilitating meaningful volunteering for corporate supporters on Holiday Club (in collaboration with the Fundraising Department)
* 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 KPIs set by the Board, Chief Executive, Head of Youth Work and Junior Club 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.
* Carry out any other reasonable duties as requested by the Senior Leadership Team

**SPECIFIC DUTIES & RESPONSIBILITIES – Recreation area**

* To manage the recreation area at Unitas Youth Zone including the ‘outdoor rec’.
* Line manage the ‘Rec’ sessional staff team and support Rec volunteers
* Be the budget holder for the ‘Rec’ budget line
* Continually innovate to keep the Rec fresh and engaging for young people
* To be on session twice a week in school term times (except for the two weeks before each Holiday Club, when it would be once a week)
* To respond to the needs of the young people through activities in the recreation area.
* To support and motivate staff and volunteers working in the recreation area.
* 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.
* To be creative and adaptable even in circumstance where limited resources are available.
* To ensure the participation of young people in activities and that their ideas contribute fully in the delivery and evaluation of activities;
* To always promote and safeguard the welfare of children and young people.
* To be an active member of the team and operate in line with the values and principles of Unitas Youth Zone.
* Carry out any other reasonable duties as requested by the Senior Leadership Team.

**PERSON SPECIFICATION**

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

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| **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 |
| Organised a school holidays day scheme | 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 daytime (during school holidays) evenings and at weekends | 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.