

ROLE PROFILE

| | | | |
|---------------------------|--|------------------|---|
| JOB TITLE: | Female Engagement Coordinator | SALARY: | £28,000 to £30,000 pro rata dependent on experience |
| REPORTING TO: | Head of Youth Work | HOLIDAYS: | 33 days including bank holidays pro rata |
| LOCATION: | Unitas Youth Zone | HOURS: | 20 hours per week (including evenings & weekends) (0.5 FTE) |
| CONTRACT: | Fixed term contract until 31 March 2025 | | |
| KEY RELATIONSHIPS: | Young people and parents, Chief Executive, Head of Youth Work, Junior Club Manager, Senior Club Manager, Unitas Youth Zone staff, volunteers, partners, and stakeholders | | |

MAIN PURPOSE

To plan and deliver Unitas Youth Zone's female engagement initiatives, primarily aimed at our Senior members. We currently have an approximately 80%/20% male/female ratio on our Senior sessions (13–19-year-olds (up to 25 with additional needs)) at Unitas, which run four times per week. Our aim is to get this to 65%/35% by 31 March 2025 (with a view to eventually reaching 50%/50%).

The post holder will be responsible for creating and developing initiatives specific to recruit more, and increase the participation of current, female Seniors members. This is a fixed term role until 31 March 2025

The 20 hours a week will operate via a rota. Some days will be admin/planning time; others we will expect you to be out and about (eg in schools) doing outreach work with females; and some evenings/weekend days you will be on session working directly with our members. On occasion you may be asked to be the 'Session Lead' (full training will be provided), especially on our planned female-only session on a Sunday afternoon (provisionally 3-7pm, starting in the autumn).

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 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 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.

DUTIES AND RESPONSIBILITIES - Specific

- To be accountable for the growth of female provision at Unitas, specifically focusing on two areas: senior session (working towards a 24/25 target of 35% non-male attendance); and the transition from our Junior session girls (8–12-year-olds) to regularly attend our Senior sessions
- To be responsible for organising female-only activities on our Seniors sessions and other Unitas events
- To lead on initiatives that increase the frequency of visits of our current female members
- To work with the marketing and comms team to ensure that Unitas’ public profile is attractive to females and makes us seem welcoming
- To establish and maintain relationships with local schools, local authorities and local/national stakeholders to further develop initiatives and opportunities that attract more non-male members attending Unitas
- To trial and implement new initiatives to promote the best environment for new non-male members such as trialling a female-only session and a split age group session
- Ensure across our delivery programme we have a wide range of female-only activities
- Have a range of female-only workshops regularly on sessions
- Adapting existing spaces and creating more female-friendly spaces within Unitas to improve the feel of the Senior session
- To capture data in accordance with Unitas’ impact evaluation strategy, especially in terms of the MeApp universal impact tool that we use to monitor the key outcomes of our work (training will be provided)
- To be trained up to lead session on the planned female-only session on a Sunday afternoon and on occasion at other times to cover sickness/annual leave/other gaps in the rota. This will also involve learning how to unlock and lock up the building
- 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 attend both Delivery Team and Office Team meetings as required where possible to be up to date on what is going on in the organisation and to contribute to creating a strong team
- To 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.

| 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 working with young women & girls | Essential | A & I |
| Experience (or skill) project management | Essential | A & I |
| Experience of duty management responsibilities | 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.

In accordance with Schedule 9 of the Equality Act 2010, there is a Genuine Occupational Requirement for the successful candidate to be a woman, because one of the essential elements of the role will be to lead a female-only session.