

JOB DESCRIPTION

Job title	Recreation (Rec) and Wellbeing Coordinator	Salary	£29,500 - £31,500 per annum based on experience
Reporting to	Programme Manager	Holidays	33 days a year pro rata (inclusive of bank holidays)
Location	Unitas Youth Zone, 76 Montrose Avenue, Edgware, HA8 0DT	Hours	20 hours a week (0.5 FTE) – (flexibility required, including regular evening and weekend work)
Key Relationships	Young people and parents, Head of Youth Work, Programme Manager, Unitas Youth Zone staff, volunteers, partners, and stakeholders		

Main Purpose

This role will manage Unitas Youth Zone's Recreation Area and two wellbeing spaces (the Training Kitchen and Health and Wellbeing Room). The 'Rec' area is the largest space within Unitas and sees a large volume of young people interact in different activities such as table tennis, pool, video games or used as a general chill space. The postholder will be responsible for creating a lively, dynamic, inspired, and fun-loving environment for all young people. The Training Kitchen and Health and Wellbeing room are two of the key spaces that drive mental wellbeing and healthy nutrition. This role will be vital in keeping these spaces vibrant, relevant and engaging.

Our Trustees have recently approved a new strategy with four key objectives. This role will play a vital part in the following objective:

- **Outstanding quality of delivery** – we want Unitas' programming and youth work to be engaging, relevant and creative

You will also contribute to the following objective:

- **Increasing the number of young people who attend** – we want to significantly increase the attendance of existing members whilst at the same time attracting new members

Within these strategic objectives, some key performance goals will be:

- Increase activity attendances in spaces with clear schedules and regular events.
- Enhance youth engagement with a target of increasing visits per young person.
- Reflect youth voice in programme planning
- Gather data about Unitas' outcomes through our data collection tool (MEApps (our monitoring and evaluation tool)) and use findings to improve the quality of programming

In terms of impact, we want to see this role:

- Empower young people with relevant, engaging, and creative programming, allowing for personal growth and leadership opportunities
- Drive a culture of high-quality delivery across Unitas, supported by skilled, motivated staff and volunteers

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.
- Line manage a team of sessional youth workers and volunteers including regular supervisions and performance management
- 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
- To work 'on session' twice a week
- To carry out any other reasonable duties as requested by the SLT
- To role model a positive, can-do, young people-focused and collaborative way of working
- To be willing to step in and step up and not see the below set of duties and responsibilities as exhaustive

Duties and Responsibilities – Specific – Wellbeing Spaces

- Oversee the day-to-day running of the Training Kitchen and Health and Wellbeing Room, ensuring they are safe, tidy, properly utilised and have vibrant, relevant programming
- To line-manage, support and motivate staff and volunteers working in the two spaces
- Maintain cleanliness, hygiene, and compliance with food safety regulations
- Ensure all equipment is properly maintained, serviced, and in good working condition
- Design and deliver workshops including courses on cooking, nutrition, and wellbeing
- To purchase ingredients for the Training Kitchen as agreed with the sessional staff's plans for each week
- Develop structured session plans to support staff and volunteers in rooms
- Ensure sessions are engaging, inclusive, and aligned with relevant health and education guidelines
- Encourage healthy eating habits, cooking skills, and mental wellbeing practices
- Provide guidance on nutrition, meal planning, and lifestyle choices to young people
- Collaborate with local partners and professionals to support physical and mental wellbeing
- To manage the budget for the two spaces, ensuring careful use of funds and keeping proper financial records

Duties and Responsibilities – Specific – the Rec

- To manage the 'Rec' area, including the 'Outdoor Rec'
- To work directly with young people to develop their social skills and build their confidence by delivering programmes of activities and services
- To respond to the needs of the young people through activities in the 'Rec'
- To line-manage, support and motivate staff and volunteers working in the 'Rec'
- To ensure programming is reflective to the needs of all members, including SEND young people
- To manage the Young Leaders programme across both Junior and Senior sessions
- To be creative and adaptable even in circumstance where limited resources are available
- To manage the budget for the Rec, ensuring careful use of funds and keeping proper financial records

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 wellbeing and/or cooking activities and/or targeted personal development programmes	Essential	A & I
Experience of supporting young people who are at risk, underachieving and/or have social or emotional barriers to participation	Essential	A & I
Experience of managing a team and volunteers	Essential	A & I
Organising a programme of youth work activities	Essential	A & I
Experience of working with challenging young people	Essential	A & I
Residential work with young people	Desirable	A & I
Skills and 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 and Understanding		
Understanding of the principles of working with children and young people	Essential	A & I
Understanding of issues affecting young people's wellbeing and nutrition	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 a structured programme	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

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.