

DEPUTY YOUTH CLUB COORDINATOR

(aged 13-19 years or up to 25 for those with additional needs)

JOB TITLE: Deputy Youth Club Coordinator – (aged 8-19 years or up to 25 for those with additional needs)

SALARY: From £24,908 to £27,199 dependent on experience

REPORTING TO: Junior Youth Club Coordinator

HOLIDAYS: 33 days including bank holidays

LOCATION: HideOut Youth Zone

HOURS: 40 hours per week (including evenings & weekends)

KEY RELATIONSHIPS: Young people and parents, Head of Youth Work, Junior & Senior Club Coordinators and HideOut Youth Zone staff, volunteers, partners and stakeholders

A BIT ABOUT HIDEOUT

Now two years into its delivery and open 7 days a week, including school holidays, HideOut Youth Zone's purpose is to help young people grow to be happy, healthy and successful adults. Our state-of-the-art £6.6 million building provides young people with somewhere to go, something to do and someone to talk to. Facilities include a 3G pitch, climbing wall, gym, sports hall and recreation area, and dance, arts, music and media suites. As HideOut moves into the next stage of its journey, the next three years will see the evolution of the delivery, facilities and opportunities for young people across Manchester.

WHAT IS THE ROLE?

Working alongside our lead Coordinators to support the delivery of our 7 day offer of varied enriching and life enhancing activities for young people aged 8 – 19 (up to 25 with additional needs).

You will play a pivotal role as we continue to expand the provision and opportunities for our members by adding capacity and a new skill set to our delivery team, ensuring that our main offer, the universal provision, continues to be delivered as we develop new and exciting opportunities for our members.

As well as adding your own ideas to the conversation as we develop these new offers, you will also deputise for coordinators across Juniors and Seniors, ensuring there is a high-quality, creative and fun offer which focuses on the needs of young people each and every day. Delivering the HideOut aspiration to provide young people with the best possible experiences and opportunities.

When deputising you will enhance your managerial skills set by leading a team of part time sessional workers and volunteers and be responsible for the safeguarding of the sessions. This role will be mainly face to face with some planning time allocated to prepare for delivery.

WHAT WILL I BE DOING?

- Supporting an exciting range of activities for young people aged 8-19 and up to 25 with additional needs through Youth Club provision (with sessions between Monday-Sunday)



- Duty managing a team of staff to deliver a safe programme of activities that meets the needs of the current membership of young people:
 - Clear structure, planning and purpose to underpin every session with clear session briefs and debriefs
 - Leading on safeguarding (working closely with the DSL) and behaviour management during sessions to ensure HideOut Youth Zone is a welcoming environment for all young people
 - Maintaining compliance with good working practices to ensure the safety of young people
- Supporting on the development, implementation and review of the of the Youth Club offer by:
 - Assisting both the Junior and Senior Club Coordinator to ensure that there is a clear path in place for young people to transition from Junior to Senior Club
 - Supporting the programme so it's safe, creative, fun, challenging and contributes to the development and growth of young people, in particular confidence, social skills, resilience, health and aspiration
 - Supporting the programme to be varied in nature, making full use of the Youth Zone's facilities and the diverse skill set of the staff team, ensuring the offer includes the arts, sports, issue-based work, enterprise, support, advice, and guidance and much more
 - Supporting regular reviews and evaluations of the programme including capturing the outcomes and positive impact, recording soft and hard outcomes
 - Ensuring high reach and engagement across Junior and Senior Club, achieving and exceeding KPIs (set by the Board, Chief Executive, Head of Youth Work and our Junior & Senior Coordinators) including for example membership, attendance and representation of the local community
- Motivating, encouraging and supporting young people to participate fully in sessions
- Supporting Junior and Senior Club Coordinators to identify opportunities and funding for additional experiences for young people
- Supporting effective joint working with schools and other agencies to ensure a holistic approach in service delivery to young people including representing the Youth Zone at meetings with partner agencies
- As a key holder, to take responsibility for the close down and opening up of the Youth Zone as required
- Giving support across the whole Youth Zone offer (as required) which takes place every evening, weekend and during school holidays, as well as occasional residential opportunities.
- To deputise for the Junior and Senior Coordinators as required
- Carry out any other reasonable duties as requested by the Junior and Senior Leadership Team.

WHAT ELSE WILL I NEED TO DO?

- 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 HideOut Youth Zone and OnSide
- Represent HideOut 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
- 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)
- Assist with any promotional activities and visits that take place at the Youth Zone
- Actively promote the Youth Zone and positively contribute towards increasing Youth Zone membership.

PERSON SPECIFICATION

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

Selection Criteria*	Essential or Desirable	Method of Assessment
A = Application Form I = Interview		
Experience		
Proven experience of working with young people aged 8 to 19 (up to 25 for those with additional needs) in a range of settings	Essential	A & I
Proven experience of engaging vulnerable, disengaged or hard to reach young people	Essential	A & I

Selection Criteria* A = Application Form I = Interview	Essential or Desirable	Method of Assessment
Experience of youth work	Essential	A & I
Experience of managing a staff team including volunteers	Essential	A & I
Experience of dealing with safeguarding issues within a multi-agency setting	Essential	A & I
Organising and delivering a programme of youth work activities in an open access setting	Essential	A & I
Experience of work with children & young people with additional needs	Desirable	A & I
Experience of monitoring and evaluation processes	Desirable	A & I
Experience managing externally funded projects	Desirable	A & I
Experience providing information, advice, guidance and support to young people	Desirable	A & I
Educational / Vocational Qualifications		
GCSE or equivalent literacy and numeracy	Desirable	A
A professional youth work qualification	Desirable	A
A management or leadership qualification	Desirable	A
Skills		
Excellent communication skills to deliver activity programmes to a wide range of young people	Essential	A & I
Ability to motivate and engage staff, volunteers and young people through sessional work	Essential	A & I
Strong commitment to young people and ability to engage and build positive relationships with disengaged young people	Essential	A & I
Ability to establish good professional relationships with young people, adults and partner agencies/organisations	Essential	A & I
Ability to manage and organise several tasks at a time	Essential	A & I
Ability to take initiative as part of a team, and lead a team	Essential	A & I
IT literate	Essential	A & I
Knowledge		
Understanding the challenges faced by young people and issues facing their lives	Essential	A & I
Understanding of youth work theory and practice	Essential	A & I
An understanding of safeguarding and currently policies initiatives	Essential	A & I
A wide ranging "toolbox" of youth work/ Play work resources, activities and challenges to impart to the delivery team	Desirable	A & I
Special Requirements		
A willingness to work unsociable hours	Essential	I
A willingness to cover events, holidays and staff absence	Essential	I
DBS clearance and committed to Safeguarding children	Essential	A & I
The ability and willingness to travel to meetings and events both in the area and beyond	Essential	A & I

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

ADDITIONAL INFORMATION

The role is full-time and based at HideOut Youth Zone in East Manchester.

HideOut Youth Zone is 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 HideOut and the OnSide network of Youth Zones is the diversity of its people; we place huge value on equal opportunities and encourage applications from candidates of diverse backgrounds, communities and abilities. The one thing we all have in common is our desire to raise the aspirations of young people across the country.

For information regarding how OnSide Youth Zones process your data, please visit www.onsideyouthzones.org/applicant-privacy/

ONSIDE YOUTH ZONES NETWORK VALUES



YOUNG PEOPLE FIRST

Young people are at the heart of everything we do, inspiring and challenging us to deliver services that exceed their needs and challenge them to be the best they can be.

EXCELLENCE

We encourage ourselves and each other to be best we can be through continuous learning and improvement, and a focus on finding solutions.



RESPECT

We act with honesty and integrity, celebrating diversity across the whole organisation and caring about each other, our young people and the Youth Zone environment.



AMBITIOUS

We are passionate and driven in taking on new challenges, embracing new ideas, and exceeding our ambitions for young people, the Youth Zones and our local communities.

COLLABORATIVE

We will create and nurture strong, creative partnerships, working together to achieve better results and outcomes for young people.



BENEFITS OF WORKING FOR HIDEOUT YOUTH ZONE



**Onsite fitness
gym & boxing
/ MMA suite**



**33 days
annual leave
pro rata**



**Secure
cycle store**



**Branded
workwear**



**Queen
Bee's cafe**



**Flexible
working**



**Learning and
development
opportunities**



**Partnership
working**



**Working with
like-minded
people and
cultures**



**Part of a
wider network**



**Pension
scheme**



**Living Wage
Employer**

Employee Assistance

Programme



HideOut's Employee Assistance Programme provides free and confidential support for our employees on a wide-range of topics, such as:

- Unlimited telephone support (24/7) with calls answered by experienced in-house counsellors, legal and financial specialists
- Structured counselling over the phone, via live chat, email, or in person (up to 6-sessions)
- Family advice line on topics such as childcare & eldercare
- Legal information services including debt & financial information
- Critical incident and trauma support
- Occupational health services
- Crisis support
- "My Healthy Advantage" smartphone app and online personalised wellbeing portal, including videos, webinars, mini health checks and health coaching
- Coverage for dependents (partner/spouse and children aged 16-24) within HMRC guidelines
- Support for line managers
- BrightTV and Wellbeing podcasts