



## ROLE PROFILE

<b>JOB TITLE:</b>	Employability and Enterprise Coordinator	<b>SALARY:</b>	Up to £27,000 dependent on experience
<b>REPORTING TO:</b>	Volunteer & Training Manager	<b>HOLIDAYS:</b>	33 days including bank holidays (pro-rotta)
<b>LOCATION:</b>	HideOut Youth Zone	<b>HOURS:</b>	40 hours per week (including evenings & weekends)

**KEY RELATIONSHIPS:** HideOut staff, young people, patrons and local employers & training providers

## MAIN PURPOSE

Manchester has higher than the national average rates of young people 16-18 who are NEET but the Covid 19 pandemic has only intensified this issue and increased risks of young people not securing a positive post-16 destination. This exciting new role will provide the right candidate with an opportunity to establish and shape the HideOut's employment and enterprise offer. This offer will not only target those young people locally aged 16-18 who are not in employment education or training (NEET) but also develop an early universal information advice and guidance service for young people aged 13+, in parallel with our core youth work offer. In addition to developing exciting enterprise opportunities, the employment and enterprise service will support young people not currently in education, employment or training into positive destinations.

## DUTIES AND RESPONSIBILITIES - EMPLOYABILITY AND ENTERPRISE COORDINATOR

- To lead on the development, delivery and review of HideOut's employability and enterprise offer:
  - o Employability, 16 years old upwards: The creation, delivery and coordination of a targeted accredited employability programme supporting NEET young people into positive destinations, and developing their soft skills to improve their employment prospects
  - o Employability, 13 - 15 years olds: Through employer relationships, create opportunities for young people to interact with organisations leading to site visits and arrangements for work experience
  - o Employability, universal offer: Lead, monitor and evaluate career education, information, advice and guidance activity carried out throughout HideOut by colleagues
  - o Enterprise, 13 years old upwards: deliver sessions allowing young people to explore entrepreneurship in a creative, fun, non-pressured environment
- Carry out regular review and evaluation of the employability and enterprise offer, including capturing the destinations and positive impacts, recording soft and hard destinations, presenting case studies and celebrating the achievements of young people
- To achieve KPI's set by the Board, Chief Executive, Volunteer & Training Manager and external funders, including for example, progression into employment and training or the development of employability skills
- To manage, train, support and develop part time youth workers and volunteers to contribute to the programme enterprise and employability programme



- To manage the employability and enterprise budget and other resources effectively to maximise the benefits to young people
- To work with the Youth Zone staff to identify opportunities and funding for additional experiences and openings for young people relating to employability and enterprise
- To manage relationships with employers, schools and other agencies to ensure a holistic approach in service delivery to young people, including representing HideOut Youth Zone at meetings with partner agencies
- As required, to deputise for the Youth Work Coordinators and lead sessions, including taking responsibility for the close down and opening up of HideOut Youth Zone
- To support sessions across the whole HideOut Youth Zone offer as required, which takes place every evening, weekend and during school holidays and will occasionally include residential work
- Carry out any other reasonable duties as requested by the Senior Leadership Team

## DUTIES AND RESPONSIBILITIES - GENERAL

- Be a role model for young people and present a positive “can do” attitude
- Commit to a culture of continuous improvement
- 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, equality and diversity, to ensure all activities are accessible
- To assist with any promotional activities and visits that take place at HideOut Youth Zone
- To be alert to issues of safeguarding and child protection, ensuring the welfare and safety of Youth Zone members is promoted and safeguarded. To report any child protection concerns to the designated Child Protection Officers using the safeguarding policies, procedures and practice (training to be provided)

## PERSON SPECIFICATION

<b>Selection Criteria*</b> A = Application Form I = Interview	<b>Essential or Desirable</b>	<b>Method of Assessment</b>
<b>Experience</b>		
Experience of managing relationships with external organisations	Essential	A & I
Experience of youth work and delivering youth work programmes	Essential	A & I
Experience supporting NEET 16-25 year olds into Education, Employment and Training	Essential	A & I
Experience of Line Managing staff and volunteers	Desirable	A & I
Experience of monitoring and evaluation processes	Desirable	A & I
Experience providing information, advice, guidance and support to young people	Desirable	A & I
<b>Skills</b>		
Strong commitment to young people and ability to engage and build positive relationships with disengaged young people	Essential	A & I
Understanding of working with those with disabilities and additional needs	Essential	A & I
Ability to coordinate and deliver fun accessible activities that teach basic business principles (e.g. profit margins)	Essential	A & I
<b>Knowledge</b>		
Knowledge of the issues affecting young people	Essential	A & I
Understanding of the principles of working with children and young people	Essential	A & I
Knowledge of recruitment and selection process	Desirable	A & I
Knowledge of health and safety, diversity awareness and safeguarding best practice and how these relate to children and young people	Desirable	A & I
<b>Educational / Vocational Qualifications</b>		
A professional youth work or careers guidance qualification (or equivalent)	Desirable	A

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<b>Special Requirements</b>		
A willingness to work frequent unsociable hours as required, typically 1 – 2 evenings a week	Essential	A & I
DBS clearance and committed to Safeguarding children	Essential	A & I
The ability and willingness to travel to meetings and events both in the region and beyond	Essential	A & I

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

## ADDITIONAL INFORMATION

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. For information regarding how the Youth Zone will process your data, please visit [www.onsideyouthzones.org/applicant-privacy/](http://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.

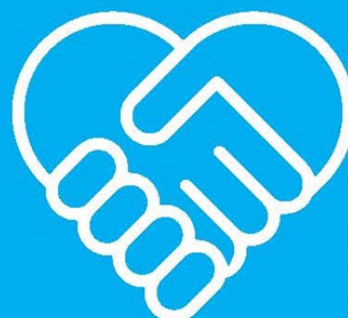


## AMBITIOUS

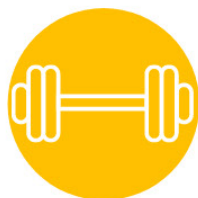
We are passionate and driven in taking on new challenges, embracing new ideas, and exceeding our ambitions for young people, the Youth Zones and our local communities.

## 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**



**Covid related  
absence and  
special leave**

## **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**