



ROLE PROFILE

JOB TITLE:	Employability and Enterprise Coordinator	SALARY:	Up to £25,000 dependent on experience
REPORTING TO:	Volunteer & Training Manager	HOLIDAYS:	33 days including bank holidays
LOCATION:	Manchester (Gorton)	HOURS:	40 hours per week (including evenings & weekends)

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

ROLE OVERVIEW

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 new exciting role within HideOut Youth Zone's management team, will provide the right candidate with an opportunity to establish and shape the youth zone'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 offer 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:
 - 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
 - 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
 - Employability, universal offer: Lead, monitor and evaluate career education, information, advice and guidance activity carried out throughout HideOut by colleagues
 - 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 for the close down and opening up of HideOut Youth Zone
- 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

Selection Criteria* A = Application Form I = Interview T = Test / Personality Profile	Selection Criteria*	Selection Criteria*
Experience		
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
Skills		
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
Knowledge		
Knowledge of the issues affecting young people	Essential	A & I
Understanding of the principles of working with children and young people	Essential	A & I

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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
Educational / Vocational Qualifications		
A professional youth work or careers guidance qualification (or equivalent)	Desirable	A
Special Requirements		
A willingness to work unsociable hours when required	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

The role is full-time and based at HideOut Youth Zone - Gorton.

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.

We place huge value on equal opportunities and encourage applications from candidates of diverse backgrounds, communities and abilities.

HOW TO APPLY

Please complete a HideOut Youth Zone Application Form (copies can be found here under the Employability and Enterprise Coordinator tab at www.hideoutyouthzone.org/vacancies/) and email to recruitment@hideoutyouthzone.org. CVs will only be considered in addition to a fully completed application form.

Deadline for applications: 9am Thursday 18th March 2021

Interview date: Week commencing Monday 29th March 2021, Date TBC

For more information, please contact paul.lewis@hideoutyouthzone.org