



# YOUTH CLUB CO-ORDINATOR - SENIOR CLUB

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

<b>JOB TITLE:</b>	Youth Club Co-ordinator – Senior Club (aged 13-19 years or up to 25 for those with additional needs)	<b>SALARY:</b>	£26,626 to £28,917 depending on experience
<b>REPORTING TO:</b>	Deputy Head of Youth Work	<b>HOLIDAYS:</b>	33 days including bank holidays
<b>LOCATION:</b>	HideOut Youth Zone	<b>HOURS:</b>	40 hours per week (including evenings & weekends)

**KEY RELATIONSHIPS:** Young people and parents, Head of & Deputy Head of Youth Work and HideOut Youth Zone staff, volunteers, partners and stakeholders

**RESPONSIBLE FOR:** Youth Club Co-ordinators which may include Sports, Creative Arts and Deputy Co-ordinators

## 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?

As a lead member of the delivery team you will work across all Youth Zone sessions and have lead responsibility for the Senior Club offer to 13-19 (up to 25 for those with additional needs) year olds, ensuring there is a high-quality, creative and fun offer, which focuses on the needs of young people and is in line with HideOut Youth Zone’s aspirations to provide young people with the best possible experiences and opportunities. You will have a passion to put young people first. You will be responsible for the continuous improvement of the delivery and input towards the strategic delivery plan for HideOut Youth Zone. This is a fun, exciting and challenging role in a growing and ambitious charity where with up to 200 young people attending a session no two days will ever be the same.

## WHAT WILL I BE DOING?

- To ensure there is an exciting range of activities on offer for young people aged 13+, 4 nights a week
- Duty manage a team of staff to deliver a safe programme of activities that meet the needs of the current membership
- To lead on the development, implementation and review of the of the Senior Club offer by:
  - Coordinating input and ownership from the wider staff team and young people including the Sport, Arts, Inclusion and Enterprise Co-ordinators, resulting in a diverse offer which responds to the needs and interests of young people
  - To ensure that there is a clear path in place for young people to transition from the Junior Club to the Senior Club; by working closely with the Junior Club lead to achieve this



- Ensuring the programme is safe, creative, fun, challenging and contributes toward the development and growth of young people, in particular confidence, social skills, resilience, health and aspiration
- Ensuring the programme is 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
- Ensuring regular review and evaluation of the programme including capturing the outcomes and positive impact, recording soft and hard outcomes
- Presenting case studies and celebrating the achievements of young people
- Ensuring high reach and engagement across the Senior Club, achieving and exceeding KPI's set by the Board, Chief Executive and Head of Youth Work including for example membership, attendance and representation of the local community.
- To lead the delivery team on sessions providing:
  - Clear hands-on leadership, role modelling and coaching to ensure high standards of delivery are maintained
  - Clear structure, planning and purpose to underpin every session with clear session briefs and debriefs
  - Leading on safeguarding (working closely with the DSO) and behaviour management during sessions to ensure HideOut Youth Zone is a welcoming environment for all young people
  - To maintain compliance with safe working practices to ensure the safety of young people
- To manage the Senior Club budget and other resources effectively to maximise the benefits to young people
- To develop 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
- To support across the whole 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.

## WHAT ELSE WILL I NEED TO DO?

- To take a lead role in ensuring the safeguarding of young people by ensuring that you fully understand and implement all the roles and responsibilities in relation to Safeguarding Children and Young People
- Be a role model for young people and present a positive "can do" attitude
- 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 as safe as possible and accessible
- To assist with any promotional activities and visits that take place at the Youth Zone, positively contributing towards increasing Youth Zone membership.

## PERSON SPECIFICATION

Selection Criteria*	Essential or Desirable	Method of Assessment
A = Application Form I = Interview		
<b>Experience</b>		
Proven experience of working with young people aged 13 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
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 those with disabilities and/or additional needs	Desirable	A & I
Experience of monitoring and evaluation processes	Desirable	A & I
Experience managing budgets	Desirable	A & I

<b>Selection Criteria*</b> A = Application Form I = Interview	<b>Essential or Desirable</b>	<b>Method of Assessment</b>
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
IT literate	Essential	A & I
A professional youth work qualification or a commitment to working towards	Essential	A
A management or leadership qualification	Desirable	A
Understanding the challenges faced by young people and issues faced in their lives	Essential	A & I
Understanding of youth work theory and practice	Desirable	A & I
An understanding of safeguarding and currently policies initiatives	Essential	A & I
A willingness to work unsociable hours and to cover events, holidays and staff absence	Essential	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.

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 OnSide Youth Zones 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**



**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