



Role Profile

Post:	Building Surveyor
Salary:	Up to £55,000 (dependent on experience)
Reporting to:	Senior Development Surveyor
Contract:	Permanent, 40 hours per week
Benefits:	Up to 5% matched contribution pension; 25 days annual leave plus bank holidays (rises incrementally), Birthday Leave. (See OnSide Employee Benefits Package Document for more info).

Main Purpose

Reporting to the Senior Development Surveyor to manage the design, procurement, delivery and handover of new Youth Zone buildings and to take a lead in small scale project work in the form of modifications to existing Youth Zone buildings.

Context of the Role

OnSide Youth Zones, established in 2008, has been growing rapidly and has ambitious plans to create 100 Youth Zones in towns and cities, giving young people somewhere safe and inspiring to go in their leisure time. Youth Zones are high quality, inspirational and well-run places offering young people 'somewhere to go, something to do and someone to talk to', on an incredible scale. OnSide has attracted recognition in national and local government circles, and we are now one of three of the Lord Mayor's Appeal Charities in London.

Each Youth Zone starts with a £6+ million capital project, and goes on to be an independent charity, open seven days a week, with state-of-the-art facilities, delivering over 20 sporting, artistic, cultural and general recreational activities and targeted services. OnSide's success is underpinned by the powerful story told by each open Youth Zone.

With a network of ten Youth Zones now operating in the North West and the Midlands, OnSide has set its sights on developing a wider national network of Youth Zones, including London. OnSide is responsible for all aspects of getting a new Youth Zone off the ground and supporting it through its early years. This involves extensive work in the local community, even before the project goes live, to assess the feasibility, gain commitment from partners, involve young people, acquire capital funding and establish a Board. OnSide also manages the design and construction of the new Youth Zone, the recruitment and training of senior staff and volunteers before the opening, and the establishment of revenue funding streams through the private and public sectors.

OnSide is now seeking to strengthen the team to enable it to meet its rapid growth plans, through the recruitment of a Surveyor to work with the Deputy Chief Executive and Senior Development Surveyor on the Youth Zone projects currently in the North West and London, with more to follow. This is an exceptional and unique opportunity to work with a small, specialist team on projects from inception to completion, and that have a direct, positive impact on young people and the local community.

The Role

The role involves working with and assisting the Senior Development Surveyor in all aspects of project management relating to the design, development and construction of the Youth Zones as



high-quality facilities for young people, each having a capital project value of £6+ million. It is a demanding but rewarding role, which will stretch the successful candidate and enable them to gain wide-ranging experience in multiple projects, at various stages of development, at any one time. There will also be the opportunity to manage small scale project work in the form of modifications to existing Youth Zones.

Main responsibilities

1. To assist the Senior Development Surveyor in the design phase of the new Youth Zone projects including:
 - a. consultation with project partners, stakeholders, young people and other interested parties;
 - b. the procurement of appropriate professional services from technical design teams;
 - c. work associated with the timely submission of applications for planning consent and related permissions;
 - d. the production of design information, technical requirements and tender packs.
2. To assist the Senior Development Surveyor in aspects of procurement and delivery of construction services for Youth Zone Projects, including:
 - a. supporting the procurement process as required;
 - b. recording and monitoring progress, variations and risks associated with the projects.
3. To assist the Senior Development Surveyor in delivering sound financial and contractual control of new and existing Youth Zone projects.
4. To assist the Senior Development Surveyor in a range of pre- and post-contract duties for the Youth Zone projects including budget estimating, cost planning, assembly of contract documentation, cost reporting, interim valuations / schedules of rates and agreement of final accounts
5. To assist with the procurement, delivery and installation of fixtures, fittings and equipment and the interface between the project fit-out elements and the construction contracts.
6. To assist with the smooth and efficient handover of new Youth Zone buildings to the local staff teams.
7. To assist with the preparation of regular reports, forecasts and programmes for submission to colleagues, funders and trustees of both OnSide and local Youth Zone charities.

The Person

Candidates will be expected to be able to demonstrate the knowledge, qualifications, experience, skills, and personal attributes listed below:

Selection Criteria	Essential/Desirable
Knowledge and Qualifications	
A good understanding of project management procedure and process in the delivery of construction projects	Essential
Current, full UK driving licence and use of a car	Essential
Full membership of RICS/ CIOB/ APM	Desirable
Relevant RICS accredited degree	Desirable
Awareness of issues affecting young people	Desirable
Experience	
Able to demonstrate significant experience in all aspects of a professional surveyor role who has worked on and delivered capital building projects	Essential
Skills and Abilities	
Ability to compile documents to be used in construction projects	Essential
Excellent verbal and written communication skills	Essential



Good interpersonal and negotiation skills	Essential
Planning and organising workload on a daily basis; setting and working towards personal and organisational objectives	Essential
Excellent numerical skills	Essential
Proficient in MS Office programmes including Outlook, Word and Excel	Essential
Proficient in MS Office Project	Desirable
Personal Attributes	
Team worker and able to work independently and manage own work	Essential
Flexible attitude to work and willingness to perform a variety of duties to ensure an efficient and effective service to the Youth Zones	Essential
Confident, enthusiastic, personable and persuasive	Essential
Willing and able to work unsocial and sometimes long hours	Essential

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.

In accordance with our Child Protection and Safeguarding procedures, this position requires a standard DBS check.

Application Process

Please email a CV to hr@onsideyouthzones.org, together with a covering letter (which should not exceed one page in length) **explaining clearly why you are interested in, and suited to, the job**. In addition, please provide the following information:

1. Details of your current or most recent remuneration package;
2. If you are currently employed, your notice period;
3. If you have at any time been convicted of a criminal offence, please provide details in strict confidence;
4. Confirmation that you hold a current full UK driving licence and will have a personal vehicle available for daily business use (this is an essential requirement for the role);
5. How you found out about this position.

Closing date for applications
Assessment Day

9am, Monday 22 January 2018
Wednesday 7 February 2018

General Information

The job is based at the OnSide offices in Bolton, but will involve travel to project sites across the country, including London and some work outside normal working hours.



OnSide Youth Zones Values

As a Youth Zone community our values provide us with cohesion as a group. We celebrate our differences; however these values help ensure our actions, behaviour and motivations as colleagues and volunteers reflect our shared vision.

1. Serving Young People

- Focus on serving young people
- Continuous improvement in the service we offer
- Building relationships

We are dedicated to the development of young people and shall always strive to provide them with an environment and activities that will best inspire and develop them; that can deliver the 'wow' factor and leave a lasting impression.

We shall work to high standards and go the extra mile to build strong, positive relationships with young people. We welcome all young people as they are, and support them to make good decisions, ensuring their changing needs remain at the heart of our services.

2. Can-Do Approach

- Getting results
- Motivating others
- Determination

We shall deliver exceptional results through our passion and energy, pushing the bar higher. We will encourage ourselves and others to take on new challenges, whilst offering support and seeking advice at times, with a real pride in what we do.

We must be resilient and determined to achieve our goals. We all understand that sometimes we will not get there but often we will achieve spectacular success.

3. Teamwork

- Openness
- Supporting others
- Valuing and respecting others

In our network every job and volunteer role is important. We value each person and his or her job as much as we value our own. We recognise the efforts of others, whether seen or unseen. We strive to be a team of high quality coaches; sharing our experience and best practice across the network and in turn benefiting from the experience of others.

We should encourage different views to our own, and support colleagues in their decisions irrespective of their outcome. We should be able to challenge colleagues openly, speaking up on controversial issues without fear. Therefore our relationships will develop with each other based on trust, respect and dignity.

4. Doing it Right

- Acting with integrity
- Constant personal improvement
- Developing others

We are passionate about doing it right and are happy to seek specialist help when needed. We will train and be trained.

We encourage learning and development and will achieve ever-increasing personal competence resulting in a culture of constant improvement and professionalism.

5. Innovation Friendly

- Innovative environment
- Individual creativity

We want to provide an environment that generates innovative ideas and solutions; we are trailblazers. We wish to encourage employees, volunteers and young people to experiment with process and service provision.

We want an environment where innovation and creativity can flourish. We want a network where there is the freedom for individuals to think differently.