



CANDIDATE INFORMATION PACK

CHIEF EXECUTIVE - HAMMERSMITH AND FULHAM YOUTH ZONE(WEST)



ROLE PROFILE

POST:

Chief Executive

REMUNERATION PACKAGE:

£57,500 TO £62,500 (dependent on experience);
25 days holidays & Bank Holidays; pension

LOCATION:

Hammersmith and Fulham Youth Zone, WEST

REPORTING TO:

Chair of the Board of Trustees of WEST Youth Zone

CONTRACT:

Permanent; Full time, 40 hours per week
(or those necessary to fulfil requirements of the role)



As an equal opportunities employer, we welcome applications from under-represented groups; in particular from Black, Asian, and Minority Ethnic individuals, people with disabilities, and members of LGBTQ+ community. Our dedicated Equality, Diversity & Inclusion Group, with support from the Senior Management Team, is actively promoting and advancing diversity and inclusion at OnSide, ensuring a culture where everyone can be themselves and thrive.

ABOUT ONSIDE

It's about opportunity.

Potential is everywhere. In every home on every street, from affluent suburbs to inner-city estates. The difference is that some young people get every opportunity to explore their potential. Others don't.

It's about opportunity.

We're OnSide, a national charity that believes all young people should have the opportunity to discover their passion and their purpose. To find out what they've got and where it could take them.

We fund and build state-of-the-art, multimillion-pound Youth Zones in the country's most economically disadvantaged areas. We train the amazing people that run them. We offer continuing support via the nationwide OnSide Network, where they can learn and grow, share their stories and celebrate their success together.

These are brand new, purpose-built spaces fizzing with energy, and crammed with incredible facilities. They are staffed by skilled and dedicated youth workers who truly believe in young people - helping them see what they could achieve, and giving them the skills, confidence and ambition to go for it. This

is life-changing support that helps tens of thousands of young people from a diverse range of backgrounds to thrive.

It's inspiring. It's empowering. And it works.

We know it works because we've been doing it for over a decade and we're in this for the long term. Every new Youth Zone is built on the know-how of the last. Every success story writes the first chapter of the next. And we're just getting started.

This is passionate, properly-funded youth provision, with no ifs or buts. A unique partnership between young people and their community, local authorities and private business leadership, and a growing movement of supporters who believe that how we treat the next generation defines who we are as a society.

Because when we really invest in young people, we all benefit - from who they are now, everything they might become and achieve, and everyone they might touch and inspire.

All they need is the chance to shine - an environment where they can be their best selves - and you just watch them go.

It's about opportunity.



WEST YOUTH ZONE

Hammersmith and Fulham Youth Zone, named “WEST” by local young people, is the fourth Youth Zone to be opened in London by OnSide, with building due to be completed in late 2023.

WEST will be a high quality, inspirational and well-run charity, employing high ratios of exceptional youth and activity workers and an army of volunteers. It will change the lives of many thousands of young people each year - delivering social impact on an incredible scale.

The facilities will be second to none, delivering over 20 sporting, artistic, cultural and general recreational activities each session - whenever schools are closed - that’s 7 days a week, evenings and weekends, plus all through the school holidays.

WEST is based on a proven model of youth service provision that is aligned to community needs and supported by cross-sector funding. WEST will give 8-19-year-olds, and up to 25 for young people with additional needs, affordable access to a broad range of sport, arts and employability services, designed to empower them to lead healthier, positive and more active lives and raise their aspirations for themselves and their community.

The outstanding quality of the facilities will be a concrete demonstration of the belief that young people deserve the best. WEST will benefit from the guidance, direction and support from colleagues and partners across the network.

WEST will be part of a network of 15 Youth Zones, within the OnSide Network. OnSide’s role is to provide ongoing support to the existing network as the umbrella organisation within a federated structure and also to create new Zones, taking our tried and tested model to ever more young people across the country.

KEY RESPONSIBILITIES

- To work with the Chairperson and Board to lead the on-going development of the Youth Zone strategy and plan
- To ensure that structures, processes and controls are aligned with that strategy and plan
- To generate and deliver a robust funding plan, which will enable the Youth Zone to operate with an appropriate level of reserves
- To establish a vision and inspire the team - helping them to be effective as individuals and together; supporting them to deliver a wide range of ever-changing and improving activities for the young people of Hammersmith & Fulham and surrounding areas
- To provide clear leadership
- To work with other service providers locally; generating added benefits for young people
- To demonstrate the OnSide Youth Zones Network Values and have a clear commitment to Equality, Diversity and Inclusion

THE ROLE

The dimensions of the role of Youth Zone Chief Executive defy definition in conventional terms. It is strategic and requires effectiveness at a high level, yet at the same time demands very detailed and hands-on management. It is an amazing opportunity for someone who is looking for the next step in their career or for an experienced Chief Executive to take on a new challenge building a charity from the ground up. The Chief Executive will have responsibility for a revenue budget of £1.5m per annum.

A willingness to get stuck into the detail, in an environment without corporate support structures, is therefore as important as the ability to influence effectively at the most senior levels. The Chief Executive’s relationship with the Chair will be supportive and challenging, enabling them to deliver on-going success for the Youth Zone.

OnSide will be involved at WEST, both as a Board Member and also pre and post opening. The successful person and Youth Zone team will have support and development opportunities throughout the first 18 months:

PRE-OPENING AND POST-OPENING

- The Chief Executive will have a four-month placement, touring and observing other Chief Executives, their teams and the Youth Zone.
- Network Chief Executives peer group and buddy over the first three months.
- Openings Manager- providing operational leadership and support.
- OnSide services: HR (incl. Learning & Development), Fundraising, Systems, Finance, Communication, Safeguarding and Facilities.





PERSON SPECIFICATION

Applicants will be expected to demonstrate the experience, skills, abilities and attributes listed below throughout the recruitment process.

| SELECTION CRITERIA |
|---|
| EXPERIENCE |
| A successful record of developing organisations or large, multi-faceted teams, and implementing strategies and business plans |
| Experience generating significant income sources |
| Experience of the voluntary sector and/or working with young people |
| SKILLS, KNOWLEDGE AND ATTRIBUTES |
| Thrives in leading in a fast-paced, dynamic and high-risk environments |
| Adept at motivating and leading others to deliver results |
| Financially literate and highly logical |
| Extremely organised and self-disciplined |
| An inclusive relationship builder with a wide variety of stakeholders |
| PERSONAL QUALITIES |
| Motivated to improve young people's lives for the better |
| High and ambitious standards, with a relentless focus on seizing opportunities to achieve these |
| Displays excellent judgement and focus at all times |
| Has a strong commitment to Equality, Diversity and Inclusion |
| Inspires trust, goodwill and action in others |
| Actively seeks to continuously learn and develop |
| Is values driven |
| Willing to travel and be flexible, especially in the first several months |

"You may not meet every single requirement but feel you have transferrable skills? Studies have shown that women and Black, Asian, Mixed Race & other ethnically diverse people are less likely to apply to jobs unless they meet every single criteria/competency. We are dedicated to building a diverse, inclusive, and authentic workplace, so if you're excited about this role but your past experience doesn't align perfectly with every requirement in the person specification, we encourage you to apply anyway and demonstrate how your experience is transferrable for this role. You may be just the right candidate for this or other roles."



GENERAL INFORMATION

The normal hours of work are 40 per week, or those necessary to fulfil the requirements of the position. Youth Zones are open when schools are closed, therefore there will be a requirement to work outside the normal 9 to 5, Monday to Friday. This will occasionally include working evenings and weekends, but it will be up to the individual to manage their own diary and work flexibly across the week.

WHAT SUCCESS WILL LOOK LIKE

- The team, including an army of volunteers will be recruited, trained and ready for the Youth Zone opening
- They will be strong, well supported and ready to deliver a great, innovative service for young people
- There will be up to 250 young people attending every session, inspired by the continually changing programme on offer.
- Private sector revenue funding will be secured and the local authority & business community will feel engaged, and that their money is well spent control and understanding will be in place, with new income streams being generated, to enable additional work to be done and to ensure the long-term sustainability of the Youth Zone.
- The whole community will see the Youth Zone as an asset for the area; they will understand what it does and know how they can get involved.

APPLICATION PROCESS

To apply, please email a CV to hr@onsideyouthzones.org or apply via the website; www.onsideyouthzones.org, together with a cover letter (which should not exceed one page in length), explaining clearly why you are interested in the role and suited to it (based on the person specification). Please note that CVs without a cover letter will **not** be considered. In addition, please provide the following information:

- Confirmation you are eligible to work in the UK (the successful candidate will be required to provide documentary evidence before a job offer is confirmed);
- Details of your current or most recent remuneration package and your notice period;
- Any reasonable adjustments we can make to assist you in your application or the selection process
- How you demonstrate your commitment to fairness, equality and respect.

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

ANONYMOUS APPLICATIONS:

We recognise our workforce is under-represented in certain areas and are committed to addressing this. Therefore, we actively encourage applicants to submit anonymous applications; in practice this means removing your name & email address from your CV & cover letter. HR will have this information from your submission, but it will not be available to the selection panel when they are considering applications.

CLOSING DATE FOR APPLICATIONS:

Ongoing

INITIAL TELEPHONE INTERVIEWS:

TBC

FIRST STAGE INTERVIEWS:

TBC



For information regarding how OnSide processes your data, go to:

[OnSide Youth Zones Job Applicant Privacy Notice - OnSide Youth Zones](#)

THE ONSIDE 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 the 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.



OnSide
Here for young people

PROVEN IMPACT



50K

MEMBERS ACROSS
THE ONSIDE NETWORK



MEMBERS MAKE OVER

650K

VISITS EVERY YEAR



£187M

INVESTED IN YOUNG PEOPLE
THROUGH OUR NETWORK

GIVE YOUNG PEOPLE A SAFE EXCITING PLACE TO GO TO HAVE FUN,
BUILD THEIR SOCIAL NETWORKS AND SUPPORT THEIR PERSONAL DEVELOPMENT



77%

OF MEMBERS ARE MORE
SELF-CONFIDENT



82%

OF FREQUENT ATTENDERS
HAVE MORE FRIENDS

HELP YOUNG PEOPLE LEAD HEALTHIER, HAPPIER LIVES



1 IN 10

OF YOUNG PEOPLE
HAVE A DISABILITY OR
ADDITIONAL NEED



70%

OF MEMBERS
BELIEVE THAT THEY
ARE HEALTHIER



75%

FEEL BETTER
IN THEMSELVES



64%

OF PARENTS THOUGHT
THEIR CHILDREN HAD
BETTER MENTAL HEALTH

