



ROLE PROFILE

JOB TITLE:	Inclusion Co-ordinator	SALARY:	From £24,419 to £26,666 depending on experience
REPORTING TO:	Junior & Holiday Club Co-ordinator	HOLIDAYS:	33 days including bank holidays
LOCATION:	HideOut Youth Zone	HOURS:	40 hours per week (including evenings & weekends)

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

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 crucial member of the delivery team, you will ensure our award-winning Inclusion Provision for young people (aged 8-19, up to 25 years for those with additional needs) continues to thrive. Over the last two years, a great deal of work has been carried out to ensure HideOut youth provision is inclusive, supports community cohesion, and provides an environment where members from diverse demographics, ethnic communities, and those with additional needs or disabilities feel safe, involved, and welcome. You will lead a team of sessional workers to ensure members with additional needs continue to access the club across the week. Taking on all aspects of making the provision fully inclusive, you will also lead a team of designated inclusion staff on Sunday to deliver a first-class provision for our members. You will carry out targeted outreach work and continue to build and manage key stakeholder relationships with HideOut partners, whilst also building new ones.

WHAT WILL I BE DOING?

- To identify the diverse needs of young people (aged 8-19, 25 years for those with additional needs) and plan, co-ordinate and deliver youth work targeting these needs and ensure they benefit from participation in the Youth Zone
- To work with youth workers, volunteers, parents of young people and community representatives to prepare and deliver youth development activities and undertake outreach work to promote the Youth Zone's provision across all communities
- To support young people's involvement, helping them to have a voice and become young leaders for their communities, supporting and encouraging them to play a more active role in civic life



- To understand the issues underlying community tensions and from this tackle the issues of mistrust and develop respect in order to build stronger relations within and between communities
- To influence the general programme of events at the Youth Zone so that it is attractive to young people from diverse backgrounds, especially at weekends and during holidays
- To contribute to the building of effective partnerships with statutory and voluntary services and other relevant agencies
- To organise, participate in and evaluate outreach events that bring together the different communities, including support for marketing activities for such events across the city
- The role requires occasionally session leading and locking up of the Youth Zone to cover for Senior and Junior Club Leads. This will be scheduled by your Line Manager
- To carry out any other reasonable duties as requested by the Senior Leadership Team.

WHAT ELSE WILL I NEED TO DO?

- Be a role model for young people and present a positive “can do” attitude
- Take personal responsibility for own actions
- Commit to a culture of continuous improvement
- Work within the performance framework of HideOut Youth Zone and OnSide
- 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 accessible
- To be alert to issues of safeguarding and child protection, ensuring the welfare and safety of Youth Zone members is promoted and safeguarded, and to report any child protection concerns to the designated Child Protection Officers using the safeguarding policies, procedures and practice (training to be provided)
- To assist with any promotional activities and visits that take place at the Youth Zone
- To actively promote the Youth Zone and positively contribute towards increasing Youth Zone membership.

PERSON SPECIFICATION

Good candidates for this will possess the following skills, knowledge, experience and personality.

Selection Criteria* A = Application Form I = Interview	Essential or Desirable	Method of Assessment
Experience		
Youth work experience (centre based and outreach) including developing and delivering high quality sessions	Essential	A & I
Significant experience of successful inclusion work and work with young people	Essential	A & I
Developing and managing events and workshops	Desirable	A & I
Substantial experience of successful partnership working	Desirable	A & I
Working with and managing staff and volunteers	Desirable	A & I
Educational / Vocational Qualifications		
A relevant qualification in youth work or SEN work	Essential	A
GCSE or equivalent literacy and numeracy	Essential	A
Skills		
Excellent communication skills, both verbal and written	Essential	A & I
Ability to establish effective working relationships with a wide range of agencies and individuals	Essential	A
Ability to understand issues leading to exclusion from participation and success	Essential	A & I
Ability to work within a team and on own initiative, organise workload and meet deadlines	Essential	A & I
Project co-ordination and project management skills including budgeting and resource management	Desirable	A & I

Selection Criteria* A = Application Form I = Interview	Essential or Desirable	Method of Assessment
Knowledge		
Knowledge of the issues affecting young people and an ability to work with challenging behaviour and complex needs	Essential	A & I
Sound knowledge of equality and diversity principles	Essential	A & I
Special Requirements		
Willingness to work unsociable hours	Essential	A & I
The ability and willingness to travel to meetings and events both in the region and beyond	Essential	A & I
A willingness to cover events, holidays and staff absence	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 in East Manchester.

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. The one thing we all have in common is our desire to raise the aspirations of young people across the country.

For information regarding how OnSide Youth Zones process your data, please visit 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



An **onSide** Youth Zone