



ROLE PROFILE

OPENINGS MANAGER



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POST:

Openings Manager

SALARY:

£40,000 - £45,000 depending on experience (plus 'away from home' allowance of up to £500)

CONTRACT:

Permanent: Full-time (37.5 hours/week)

LOCATION:

Hybrid working: home-based with extensive UK wide travel

REPORTING TO:

Head of Openings

BENEFITS:

Agile working organisation with flexibility in working hours; 25 days annual leave (rising to a maximum of 30 days with length of service) plus bank holidays, birthday leave and annual leave purchase scheme (from day one of employment); company matched pension; company sick, maternity, paternity & adoption pay; voluntary benefits with discounts on health & wellbeing, retail & leisure.



OUR COMMITMENT TO EQUALITY, DIVERSITY & INCLUSION

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

ABOUT ONSIDE

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. And we offer continuing support to Youth Zones nationwide through the national OnSide Network

Youth Zones 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.

OnSide is investing in taking its successful Youth Zone model to young people across the country. We have a network of fourteen Youth Zones with

substantial roll-out planned across the country. OnSide's role is a) to create new Youth Zones, taking our tried and tested model to ever more young people across the country, and b) to support the existing network as the umbrella organisation within a federated structure. Each Youth Zone starts with a £8.5million capital campaign run by OnSide, creating a new local independent charity which becomes part of the federated OnSide Network.

THE ROLE

As part of our UK-wide growth, we need to add depth to our experienced team with a particular focus on the critical period for Youth Zones, prior to and post opening. In the six months before a Youth Zone opens and for several months after opening, there are a huge and diverse range of decisions, challenges and sheer volume of work, which need to be dealt with. Youth Zones' Chief Executives and Youth Work Managers, who are often in the early stages of their own immersion in the OnSide approach, are under enormous time pressure and benefit from high level guidance, advice and leadership. The Openings Manager will provide this.

JOB DESCRIPTION

KEY RESPONSIBILITIES

To direct and support the Youth Zone team to undertake all necessary tasks, planning and preparations, to ensure the Youth Zone is fully operational at opening.

To help to ensure that all new Youth Zone staff members are fully inducted; appropriately trained; and critically, have spent enough time in open and operating Youth Zones to know ‘what good looks like’.

To work with the Head of Openings to ensure we are steering the project on time and in the right direction.

To support and lead the Youth Zone Chief Executive and Their team to implement the OnSide DNA and build an effective and appropriate organisational culture in new Youth Zones; fostering a team approach, which supports OnSide’s ‘tonight better than last night’ attitude.

To support the Chief Executive and Youth Work Manager to develop and implement an effective programme of activities and understand what it takes to consistently deliver great sessions for young people.

To ensure the quality of work with young people is at a level high enough to meet the OnSide standards.

To help to ensure a common understanding that young people and youth work have primacy within a Youth Zone. Managerial and administrative functions exist primarily to facilitate youth work.

To ensure that any and all steps are taken to ensure the safety of young people in Youth Zones. To ensure that all staff, from the Chief Executive downwards understand their responsibilities in this area and fulfil them consistently.

As required, to represent OnSide at Board meetings, reporting on development and building the Board’s confidence in the OnSide approach.

To travel across the UK, including overnight stays and, as required, extended periods away from home.

PERSON SPECIFICATION

Postholders will be expected to demonstrate these experience, skills, abilities and attributes.

SELECTION CRITERIA	REQUIREMENT
EXPERIENCE	
Experience of supporting new Youth Zones or charities through the set up and opening period	Essential
Experience of developing & delivering open access Youth Work at scale	Essential
Experience of the voluntary sector and working with young people	Essential
Experience recruiting and supporting new teams while developing a positive organisational culture	Essential
Experience of hand on leadership and team management	Essential
Experience and the ability to work alongside senior leaders to support and influence them in order to overcome challenges	Essential
Experience in managing multiple work streams at one time and meet various, demanding deadlines	Essential
Experience of operational management within the Youth Sector	Essential
SKILLS, KNOWLEDGE AND APPITUDES	
Extremely organised and self-disciplined	Essential
Adept at motivating and leading others to deliver results	Essential
An inclusive relationship builder with a wide variety of stakeholders	Essential

Adept at developing and delivering training	Essential
Knowledge and awareness of issues affecting young people, including safeguarding	Essential
PERSONAL QUALITIES	
Motivated to improve young people's lives for the better	Essential
Has a strong commitment to Equality, Diversity and Inclusion	Essential
Inspires trust, goodwill and action in others	Essential
Actively seeks to continuously learn and develop	Essential
Ambitious and self-motivated	Essential
Is values driven	Essential
Willing to travel and be flexible	Essential

GENERAL INFORMATION

This role will be contractually based at Bolton, with UK-wide travel, mainly across North of England, as required. Prior and during the opening of a new Youth Zone, there will be a requirement for extended periods away from home in accommodation provided by OnSide. Home working risk assessments are carried out for all employees working at home, and appropriate equipment provided within budgetary guidelines.

APPLICATION PROCEDURE

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.

CLOSING DATE FOR APPLICATIONS: 9 AM, Monday 20th March 2023

INTERVIEWS: W/C 27th March 2023 (TBC) Daytime (Virtual) / **YOUNG PEOPLE PANEL:** W/C 27th March (TBC) 2023 Evening (In Person)

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 application

For information on how OnSide processes your data, go to
[OnSide Youth Zones Job Applicant Privacy Notice - OnSide Youth Zones](#)



OUR 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.



AMBITION

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.

COLLABORATION

We create and nurture strong, creative partnerships, working together to achieve better results and outcomes for young people.



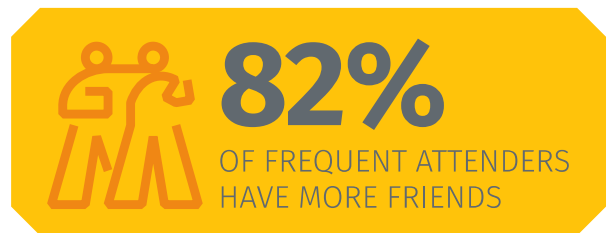
OnSide

Here for young people

PROVEN IMPACT



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



HELP YOUNG PEOPLE LEAD HEALTHIER, HAPPIER LIVES

