



An **OnSide** Youth Zone

**Where
Everyone
Sticks
Together**

ROLE PROFILE

YOUTH CLUB MANAGER

1x Post – Senior Club Manager (13-19 year olds)
1x Post – Junior Club Manager (8-12 year olds)



ROLE PROFILE

POST:

Senior Club Manager (13-19 year olds) – 1 Post available
Junior Club Manager (8-12 year olds) – 1 Post available

SALARY:

£27,000-30,000 (dependent upon experience)

LOCATION:

Hammersmith & Fulham Youth Zone. Once the Youth Zone is open your place of work will be there. In the months prior to the Youth Zone opening (which is estimated to be at the end of 2023) you will be contracted to work in an office opposite the Youth Zone's site in Scale Space, White City.

REPORTING TO:

Head of Youth Work

LINE REPORTS: Youth Work Coordinators

CONTRACT:

Permanent: full-time, 37.5 hours per week (including evenings and weekends)

KEY RELATIONSHIPS:

Head of Youth Work, Youth Zone Staff, Young People, Volunteers and Parents

BENEFITS:

33 days holiday inclusive of bank holidays; workplace pension; free gym access (once WEST has opened); access to OnSide's Talent Academy; bespoke training and mentoring.

The strength of OnSide comes from the diversity of the people within our vibrant network. We are proud that our Youth Zone teams reflect the communities they serve, and we value people working together from a range of different backgrounds, locally and nationally, and with different experiences, all with a shared passion for boosting the aspirations of young people across the country. Diversity brings innovation, fresh ideas and creativity, and we actively strive to create a culture that is truly inclusive and fair for all and where everyone in the team can be themselves and thrive.

THE ROLE

As a lead member of the delivery team, you will work across all Youth Zone sessions and have lead responsibility for either:

- Junior Club offer to 8-12 year olds or;
- Senior Club offer to 13 – 19 year olds and up to 25 with those with disabilities

Ensuring there is a high-quality, creative and fun offer, which focuses on the needs of young people and is in line with the 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 inputting towards the strategic delivery plan for the Youth Zone. This is a fun, exciting and challenging role in a new, growing, and ambitious charity with up to 250 young people attending a session and no two days will ever be the same.

FIRST 12 MONTHS

In the first 12 months, you will have:

- Supported the Youth Zone to achieve 1000 visits by young people a week, inspired by the continually changing & vibrant offer
- Collaborated with the delivery team to ensure a vibrant & engaging programme is in place, planned 3 months in advance with input & cocreation with young people.
- Grown, recruited, developed & led the sessional delivery team to provide a supportive, safe, inclusive, and ambitious environment.
- Have developed strong local partnerships which result in direct benefit to the borough's young people.
- Introduced the OnSide evaluation framework alongside young people's feedback to enhance the quality of the support given to help young people's progression.
- Ensure volunteer & young leaders are well managed & supported



KEY RESPONSIBILITIES

- Ensure there is a good standard of behaviour in place so that the youth zone is safe to all who attend.
- To ensure there is an exciting range of activities on offer for young people
- Plan a programme of activities to meet the needs of the young people that attend 3 sessions per week
- Duty manage a team of staff to deliver a safe programme of activities that meet the needs of the current membership
- Coordinating input and ownership from the wider staff team and young people including the Sport, Arts, and Inclusion co-ordinator , resulting in a diverse offer
- 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 Senior/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 engagement, achieving and exceeding KPI's set by the Board, Chief Executive and Head of Youth Work including for membership, attendance, and representation of the local community
- To ensure that young people and their ideas contribute fully to the planning and delivery of all activities in the Youth Zone
- Provide clear hands-on leadership, role modelling and coaching to ensure high standards of delivery are maintained
- Manage, induct, train, support and develop a team of full and part time youth workers and volunteers to contribute to the programme development and delivery
- Provide clear structure, planning and purpose to underpin every session with clear session briefs and debriefs
- To motivate, encourage and support young people to participate fully in sessions
- To manage the Club budget and other resources effectively to maximise the benefits to young people
- To support the Youth Zone promotional and outreach plan working in the community both with partners and directly with 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 become one of a team of named Designated Safeguarding Leads, taking safeguarding responsibility for the session on which you are managing (further training is provided)
- As a duty manager, approve, and confirm the hours staff have worked on each session via our electronic payroll system (training is provided)
- To work with the Youth Zone staff to identify opportunities and funding for additional opportunities and experiences for young people
- 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 policies, procedures, and practice
- 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
- Be a role model for young people and present a positive "can do" attitude
- To assist with any promotional activities and visits that take place at the Youth Zone, positively contributing towards increasing Youth Zone membership
- To deputise for the Head of Youth Work as required & carry out any other reasonable duties as requested by the Senior Leadership Team

WEST YOUTH ZONE

Hammersmith & Fulham is a neighbourhood of wide disparities, with an acute need for youth services. The north of the borough comprises many neighbourhoods in the 20% most deprived neighbourhoods in the UK, whereas in the south, many are in the least deprived. This vast difference between those living in different parts of our borough is hugely unfair and can lead to radically different life outcomes. WEST Youth Zone is a vital provision that will make a huge difference to the lives of young people, and to the whole borough, levelling the playing field for our young people.

Construction of Hammersmith & Fulham's Youth Zone, named "WEST" by local young people, is due to be completed at the end of 2023 and open in spring 2024 as the fourth OnSide Youth Zone in London. At WEST, we believe all young people in Hammersmith & Fulham should have the opportunity to discover their passion and their purpose. To find out what they've got and where it could take them. Our Youth Zone will be a purpose-built space fizzing with energy and crammed with incredible facilities. It will be staffed by skilled and dedicated youth workers who truly believe in young people in the city – helping them see what they could achieve, and giving them the skills, confidence and ambition to go for it.

Once open, we will deliver life-changing support to help thousands of young people from a diverse range of backgrounds to thrive.

Open 37 hours a week, 7 days a week, while schools are closed - that's evenings and weekends, plus all through the school holidays. We will offer a safe and active space for young people to flourish in their leisure time, where their interests can be nurtured, and they can grow as Individuals. Averaging 1,000 visits per week this is a charity that the whole community can be proud of, and you can be part of that journey.

Entry will be just 50p each visit and annual membership £5 which will give a young person access to over 20 activities per night. In addition to our open-access provision we will run targeted projects that bring specific outcomes to some of those most in need of additional support and interventions.

WEST Youth Zone will operate a proven OnSide model of youth service provision that is aligned to community needs and supported by cross-sector funding.

We 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 – raising their aspirations for themselves and their community.

The facilities will be second to none, delivering sporting, artistic, cultural and general recreational activities each session. The outstanding quality of the facilities is a concrete demonstration of the belief that the young people of our community deserve the best.

ABOUT ONSIDE

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.

OnSide is 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.

OnSide funds and builds state-of-the-art, multimillion-pound Youth Zones in the country's most economically disadvantaged areas. They train the amazing people that run them. And they offer continuing support via the nationwide OnSide Network of 14 Youth Zones (and growing), where colleagues can learn and grow, share their stories, and celebrate their success together.

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.

PERSON SPECIFICATION

Applicants will be expected to demonstrate the following experience, skills, knowledge and attributes.

SELECTION CRITERIA	REQUIREMENT
EXPERIENCE	
Proven experience of working with young people aged 8 to 12 (Junior Club Manager) / 13 -19 (up to 25 for those with additional needs) (Senior Club Manager) in a range of settings	Essential
Proven experience of engaging vulnerable, disengaged or hard to reach young people	Essential
Experience of managing a team, including volunteers	Essential
Experience of dealing with safeguarding issues within a multi-agency setting	Essential
Organising and delivering a programme of youth work / play-work activities in an open access setting	Essential
Experience of working with those with disabilities	Desirable
Experience of monitoring and evaluation processes	Desirable
Experience managing externally funded projects	Desirable
Experience providing information, advice, guidance and support to young people	Desirable
SKILLS, KNOWLEDGE AND ATTRIBUTES	
Excellent communication skills to deliver activity programmes to a wide range of young people	Essential
Ability to motivate and engage staff, volunteers and young people through sessional work	Essential
Strong commitment to young people and ability to engage and build positive relationships with disengaged young people	Essential
Ability to establish good professional relationships with young people, adults and partner agencies/organisations	Essential
Ability to manage and organise several tasks at a time	Essential
Ability to take initiative as part of a team, and lead a team	Essential
IT literate	Essential
Understanding the challenges faced by young people	Essential
Understanding of youth work theory and practice	Essential
An understanding of safeguarding and current policies/initiatives	Essential
A wide ranging "toolbox" of youth work/Play work resources, activities and challenges to impart to the delivery team	Desirable
QUALIFICATIONS	
GCSE or equivalent literacy and numeracy	Essential
A management or leadership qualification	Desirable
Evidence of ongoing professional development (for example Safeguarding, Health & Safety, Management)	Essential
A professional youth work and or play-work qualification	Desirable
SPECIAL REQUIREMENTS	
A willingness to work unsociable hours	Essential
A willingness to cover events, holidays and staff absence	Essential
Committed to Safeguarding children	Essential

APPLICATION PROCESS

To apply, please:

1. Complete an application form and return to recruitment@westyouthzone.org or apply via the website [Vacancies - West Youth Zone](#)
2. 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 an offer of employment is made);
 - Any reasonable adjustments we can make to assist you in your application or the selection process.

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

Closing date for applications:

9am, Friday 29th September

First stage interviews:

6th or 9th of October

Second stage interviews:

9th or 11th October



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

