



# Youth Club Manager (Seniors)

WARRINGTON



An **OnSide** Youth Zone



## THE ROLE

As a lead member of the delivery team you will work across all Youth Zone sessions and have lead responsibility for the Senior Club offer to 13 - 19 year olds (up to 25 with a disability), ensuring there is a high-quality, creative and engaging 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.

## ROLE PROFILE

### POST:

Senior Youth Club Manager,  
13 – 19 (25 with a disability)

### SALARY:

£24,000 to £30,000 (dependent upon experience and location)

### LOCATION:

Warrington (Dallam Lane)

### REPORTING TO:

Head of Youth Work & Safeguarding

### CONTRACT:

Permanent: full-time, 40 hours per week. 5 days out of 7 and including evening and weekends.

### BENEFITS:

3% matched contribution pension;  
33 days holiday inclusive of Bank Holidays (rising with length of service)

## APPLICATION PROCESS

To apply, please complete the application form and return to [recruitment@wyz.org.uk](mailto:recruitment@wyz.org.uk) or apply via our website at Work for Us. In addition, please let us know of 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.

For information regarding how we process your data, go to <https://warringtonyouthzone.org/privacy-policy/>

**APPLICATION CLOSING DATE:** 27th October 2023

**APPLICATION INTERVIEW DATE:** Week commencing 30th November 2023

## KEY RESPONSIBILITIES

- To ensure there is an exciting range of activities on offer for young people aged 13-19 (25), 4 nights a week
- The role will be part of the designated safeguarding team and you will be expected to take a senior role within safeguarding young people
- Plan a programme of activities to meet the needs of the young people that attend sessions
- 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, Inclusion and Employability Co-ordinators, resulting in a diverse offer which responds to the needs and interests of young people
- 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 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 reach and engagement across the Senior Club, achieving and exceeding KPI's set by the Board, Chief Executive and Head of Youth Work including for example 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 and 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 Senior 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 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
- To support across the whole Youth Zone offer as required which takes place every evening, weekend and during school holidays and will occasionally include residential work
- 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 Youth Work Manager as required and carry out any other reasonable duties as requested by the Senior Leadership Team

## PERSON SPECIFICATION

Applicants will be expected to demonstrate the experience, skills, abilities and attributes listed.

SELECTION CRITERIA	REQUIREMENT
<b>EXPERIENCE</b>	
Proven experience of working with young people aged 8 to13 (up to 25 for those with additional needs) in a range of settings	Essential
Proven experience of engaging vulnerable, disengaged or hard to reach young people	Desirable
Experience of youth work and/or play-work	Desirable
Experience of managing a staff 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 work with those with disabilities	Desirable
Experience of monitoring and evaluation processes	Desirable
Experience of dealing with safeguarding concerns and an understanding of current safeguarding policies.	Desirable
Experience managing externally funded projects	Desirable
Experience providing information, advice, guidance and support to young people	Desirable
<b>SKILLS, KNOWLEDGE AND ATTRIBUTES</b>	
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 of youth work theory and practice	Essential
An understanding of safeguarding and currently policies initiatives	Essential
A wide ranging “toolbox” of youth work/ Play work resources, activities and challenges to impart to the delivery team	Desirable
<b>QUALIFICATIONS</b>	
A professional youth work and or play-work qualification	Desirable
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
<b>SPECIAL REQUIREMENTS</b>	
A willingness to work unsociable hours	Essential
A willingness to cover events, holidays and staff absence	Essential
DBS clearance and committed to Safeguarding children	Essential