



An **OnSide** Youth Zone

ROLE PROFILE

Youth Work Team Leader - Partnerships Vault, Preston Youth Zone



SALARY OFFER:

£27-£30,000 (dependent upon experience)
with 33 days Holiday (inclusive of bank
holidays)

LOCATION:

Vault Youth Zone, Preston (once open). Until
then, the team is based at the charity's
temporary office space in the city centre.

REPORTING TO:

Head of Youth Work

CONTRACT:

Permanent full-time, 37.5 hours per week

BENEFITS:

- Workplace pension
- Free gym access (once the Youth Zone opens)
- Being a part of a fantastic supportive team
- Access to OnSide's Talent Academy; bespoke training and mentoring

EQUITY, DIVERSITY AND INCLUSION

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.



ABOUT VAULT YOUTH ZONE

Preston is a great city but nearly one in four young people live in poverty, with some areas seeing that number rising to one in three in recent years. It's clear that greater support is needed and barriers to leading successful, happier and aspirational lives must be broken down. Vault, Preston Youth Zone will be a vital provision that will make a huge difference to the lives of young people, and to the whole city, levelling the playing field for our young people.

Construction of Preston Youth Zone, named "Vault" by local young people, is due to be completed in the summer of 2025 and will open later that year. At Vault, we believe all young people in Preston 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 can achieve, and giving them the skills, confidence and ambition to go for it.

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

Watch here you see the power of youth work and the impact attending a Youth Zone has had on young people and see the support Vault will provide to young people:

 [Archie's story #ButWhenImHere](#)

 [Mala's story #ButWhenImHere](#)

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.

OnSide is a national charity that believes all young people should have the opportunity to discover their passion and their purpose to find 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 where they can learn and grow, share their stories, and celebrate their success together.

This is passionate, properly funded youth provision, with no ifs or buts. It's about giving young people a chance to shine in an environment where they can be themselves.

It's about opportunity.

 [OnSide - But when I'm here](#)



THE ROLE

Partnerships with other local youth organisations will be essential to Vault Youth Zone's aim of ensuring Preston's young people have access to the support and the very best provision they deserve.

The Partnerships Team Leader will play a crucial role in Vault Youth Zone's youth work team. They will set up and manage the relationships with all of our delivery partners, ensuring we work together effectively and successfully.

The postholder will also form part of the charity's core team, working with the Youth Zone's other Youth Work Team Leaders to support our members and delivery high quality youth work sessions.

They will lead on our weekly Partnerships Sessions, which will see other providers offered the opportunity to deliver youth work sessions using Vault's facilities.

ALL VAULT YOUTH ZONE EMPLOYEES ARE EXPECTED TO:

- Be a role model for young people, present a positive 'can-do' attitude and take personal responsibility for your own actions.
- Work within the performance framework of the charity and live the values of Vault Youth Zone and the OnSide Network, contributing to a culture of high performance, continuous improvement and a young person first, team always ethos.
- Represent and promote the Youth Zone positively and effectively in all dealings with internal colleagues and external partners, assist with any promotional activities and visits that take place at Vault.
- Comply with all policies, procedures, and codes of conduct, with particular reference to Safeguarding, Health & Safety, and Equity, Diversity & Inclusion.

PERSON SPECIFICATION

Applicants will be expected to demonstrate the experience, skills, knowledge and aptitudes listed below throughout the recruitment process. However, if you don't meet every single requirement but feel you have strong and relevant transferrable skills or lived experience to draw from, we encourage you to apply anyway.

Why?

Studies have shown that women and Black, Asian, Mixed Race & other ethnically diverse people are less likely to apply for jobs unless they meet every single criteria/competency. OnSide and the Network are dedicated to driving change and to building diverse, inclusive, and authentic workplaces, so if you're excited about this role but your past experience doesn't align perfectly, please tell us how your experience is transferable.

You may be just the right candidate!

GENERAL INFORMATION

The normal hours of work are 37.5 per week, or those necessary to fulfil the requirements of the position. This will mean working flexibly across the week, to suit the needs of both the role and the individual.

JOB DESCRIPTION

KEY RESPONSIBILITIES

Staffing and Team Management

- Recruit, train, manage, develop, coordinate and maintain sessional youth work staff.
- Staff Management: Manage members of the sessional team; work alongside the Head of Youth Work to ensure an effective staff rota is in place and address any challenges such as holidays cover planning, absence, and performance.

The Youth Work Offer and Partnerships Programme

- Partnerships: Identify new partners who share Vault's values and manage relationships with all delivery partners across Preston, ensuring there is strong communication and cohesion to deliver the best services for the city's young people.
- Partnerships Session: Lead on Vault's Partnerships Session, managing safeguarding and first aid matters, ensuring the Youth Zone is utilised effectively and that young people are able to access high quality provision and support. Ensure that the youth work delivery is carried out in an enjoyable and fun atmosphere.
- Programme Management: Support and coordinate an inclusive, engaging, and up-to-date youth work offer. The programme should be safe, inclusive, meet the needs of young people and continuously evolve.
- Communication: Share programme details with the communications lead and the wider team to ensure they are well-communicated to young people, keeping content current and on trend across multiple communications channels.
- Session Support: Support the session lead on senior sessions.

Safety and Safeguarding

- Safe Environment: Ensure the Youth Zone is a safe, welcoming place for young people, maintaining high standards of behaviour.
- Safeguarding Leadership: Act as one of the named Designated Safeguarding Leads, taking safeguarding responsibility for the session on which you are managing (further training is provided)
- Safeguarding Management: 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
- Facilities: Work with the Head of Youth Work and wider team to maintain high standards across the Youth Zone's facilities, communicating any issues to the facilities manager. As a key holder, take responsibility for the close down and opening up as required.

Partner Engagement

- Represent the Youth Zone at meetings with partner agencies.
- Relationship Management: Explore new opportunities with new and existing partners. Ensuring a Service level agreement is in place with all partners and a processes of due diligence
- Attendance and KPI Achievement: Working alongside the Youth work delivery team to ensure the Youth Zone is well-attended and meets key performance indicators (KPIs), such as attendance targets and outcomes for funded projects.

Evaluation and Reporting

- Feedback and Evaluation: Commit to continuous feedback and review processes for Vault's delivery and impact. Contribute to the OnSide network's evaluation and excellence framework, including storytelling through case studies.
- Budget Management: Manage budgets and complete delivery reports.

SELECTION CRITERIA

EXPERIENCE

- Proven experience of working with young people aged between eight and 19 (up to 25 for those with additional needs) in a range of settings.
- Experienced in safeguarding, ideally as a designated Safeguarding Lead, ensuring the safety and well-being of all young people.
- Demonstrates strong communication skills (written & verbal), effectively engaging with all levels of internal and external stakeholders ranging from young people to senior leadership teams, always ensuring clear and impactful interactions.
- Experience managing clear behaviour standards and managing conflict between young people.
- Proven management experience with a solid understanding of basic HR processes related to people management, attendance, and staff performance.
- Proven track record in project management of youth programmes, including H&S requirements, staff scheduling and budgeting having the ability to prioritise deadlines to achieve impactful outcomes.

SKILLS, KNOWLEDGE AND ATTRIBUTES

- Having a young person focused approach, being passionate about the power and impact of youth work and using it as a vehicle to empower young people to become the very best versions of themselves.
- Knowledge and understanding of the national and local issues facing young people, alongside an understanding of contextual safeguarding and the youth work process.
- A collaborative approach with the ability to engage with a variety of stakeholders to build strong relationships, creating opportunities for high quality youth work delivery.
- A commitment to the mission, aims and values of Vault Youth Zone, a knowledge of the youth & voluntary sector in Preston and what it has to offer to the wider community would be advantageous.
- An ongoing commitment to equity, fairness, and respect.
- A willingness to work evenings & weekends with the flexibility, motivation and commitment to meeting the needs of young people at Vault Youth Zone, ensuring a quality youth work offer is upheld.
- Proficient IT skills with an understanding of Office 365 and relevant support systems
- Where applicable, evidence of ongoing professional development (for example Safeguarding, Health & Safety, Management etc.)

APPLICATION PROCESS

ANONYMOUS APPLICATIONS:

We recognise as a Network that our workforce is under-represented in certain areas and are committed to addressing this. We strongly encourage applicants to submit anonymous applications; in practice this means removing your name & email address from your CV & cover letter. Only these documents will be shared with the selection panel.

To apply, please;

1. Email a CV and cover letter (no more than one page) to recruitment@vaultyouthzone.org.
2. Please provide the following information:
 - Why do you want to work for us?
 - Looking at the person specification, briefly describe how your skills and experience (including any lived experience) make you a good candidate for this role. (200 words max)
 - How you demonstrate your commitment to fairness, equity and respect.
 - Confirmation you are eligible to work in the UK (the successful candidate will be required to provide documentary evidence before a job offer confirmed).
 - Any reasonable adjustments we can make to assist you in your application or the selection process.
3. This role will be based in the Youth Zone and in accordance with our Child Protection and Safeguarding procedures, this position requires an **Enhanced DBS check**
 - Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?
 - Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020

CLOSING DATE AND INTERVIEWS:

Closing date: Monday 7 April. Should there be a significant amount of applications, this could be brought forward.

Interviews:

Stage 1 interviews will be held at a local OnSide Youth Zone on 14 April.

Stage 2 interviews, which will include a panel of young people, will be held at Vault's Preston office in the evening of 24 April.

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



THE **ON**SIDE NETWORK VALUES

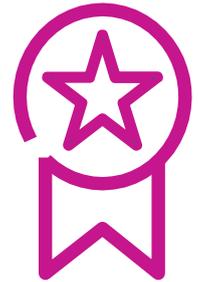


YOUNG PEOPLE FIRST

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.

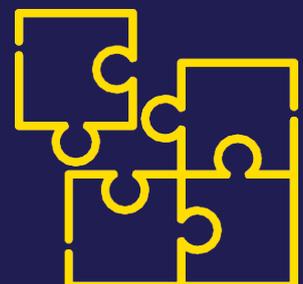
AMBITION

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.



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

