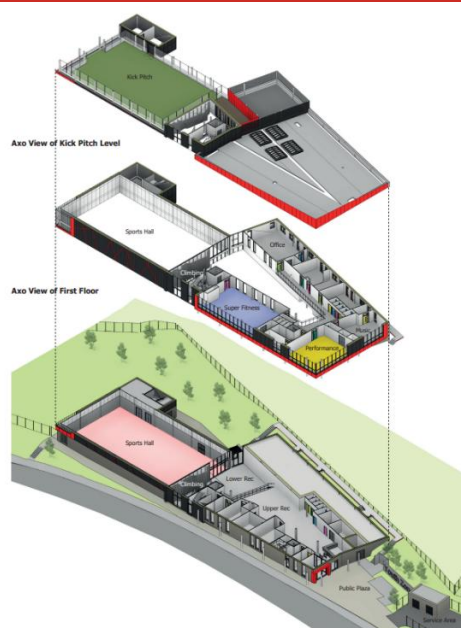


Volunteer and Training Co-ordinator

Job Title:	Volunteer and Training Co-ordinator
Reporting to:	Head of HR and Operations
Location:	Barnsley
Salary:	£33,000 per annum
Hours:	37.5 hours per week (Including evenings and weekends)
Benefits:	<p>33 days inclusive of bank holidays, plus Birthday Leave.</p> <p>3% matched contribution pension</p> <p>Employee Assistance Programme</p> <p>Free Gym Access once the Youth Zone is open</p>

Base71



Open in Early 2026, Barnsley Youth Zone is dedicated to young people and makes a bold statement about the importance of giving young people high quality places to go in their leisure time. Open 7 days a week including school holidays, the Youth Zone's purpose is to help young people grow to be happy, healthy and successful adults.

The state of the art £10 million building provides young people with facilities that are second to none delivering over twenty sporting, artistic, cultural and general recreational activities each session. Offering young people the opportunity to try new things, meet new friends and gain support from friendly, warm and positive staff and volunteers.

[Archie's story #ButWhenImHere - YouTube](#)

[Mala's story #ButWhenImHere \(youtube.com\)](#)



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 a 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 \(youtube.com\)](https://www.youtube.com/watch?v=OnSide-But-when-I'm-here)

<https://www.onsideyouthzones.org/>



Equal Opportunities

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 ED&I 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.





The Role

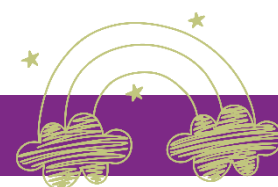
The Volunteer and Training Coordinator role will play a key role in supporting the Base71 Youth Zone's mission by managing the recruitment, training, and retention of volunteers.

This role is pivotal in ensuring volunteers are well trained, supported, and empowered to deliver high-quality programs and activities to young people.



The coordinator will also oversee the development and delivery of training programs that enhance the skills and knowledge of all volunteers and staff. This aspect of the role will focus on ensuring that all team members are equipped with the necessary skills and knowledge to fulfil their roles effectively, fostering continuous learning and support development initiatives that align with Legacy Youth Zones goals.

The normal hours of work are 37.5 per week, or those necessary to fulfil the requirement of the position. This role will have regular evening and weekend working and a requirement of flexibility across the week, to suit the needs of both the role and the individual. Pre-opening and before the Youth Zone is built you will be based at The Civic, Barnsley.



Key Responsibilities

ALL BASE71 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 Barnsley 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 Barnsley.

Key Responsibilities



Staffing and Team Management

Recruitment and Development: Create and develop an ongoing Volunteer Recruitment strategy to engage and support the local community into the various volunteering opportunities

Delivery: Work with full staff team working across all organisational functions to identify impactful volunteer opportunities

HR and Training: Recruit and onboard volunteers following safer recruitment principles, ensuring they have the necessary training and support to flourish

Volunteer Records: Set up and maintain volunteer files in line with data/HR legislation, including data collection and impact reporting

Volunteer Support and Co-ordinator

Stewardship: Build strong working relationships with volunteers, ensuring a positive volunteering experience

Integration: Train Youth Zone staff, including the Senior Leadership Team, in volunteer management best practices, facilitating opportunities for staff and volunteers to build good working relationships

Communication: Regularly communicate and update volunteers, keeping them engaged, informed and valued

Administration: Undertake and complete all administration relating to volunteering, including management of the volunteering budget

Support: Ensure an excellent volunteer experience, providing reassurance, problem-solving and conflict management where needed

Role Model: Act as the primary point of contact for volunteers, be a role model for Volunteers, young people & the wider team, presenting a positive solution focused attitude

Attend relevant sector meetings and events, positioning Base71 as a cornerstone for local volunteering opportunities

Supervision: Ensure all volunteers have timely supervision meetings with their line managers and that line managers are confident in delivering meaningful supervision and support to their volunteers

Volunteer Recognition

Culture: Create and build a culture of recognising and valuing volunteers at the Youth Zone and across the organisation.

Reporting: Monitor and record the Impact of Volunteering input.

High-Standard Events: Organise and run volunteer appreciation events, leading on Volunteers Week activities and linking into the wider OnSide Network.

Training

Learning and Development: Co-ordinate the delivery of all learning and development across Base71 Youth Zone. Ensure excellent quality and best value of external training options and quality monitoring of internal delivery.

Administration: Ensure timely cyclical training is arranged and attendee logs are held accurately. Manage the Base71 Youth Zone training budget.

Appraisals: Manage the appraisal process, ensuring managers are aware of the requirements and that appraisals are being offered. Support and train line manager on

the appraisal process to maintain quality and consistency. Monitor the completion of appraisals within the appraisal timeframe.

Safeguarding

Policies: Comply with all policies and procedures, with particular reference to safeguarding, codes of conduct, health & safety, and equality and diversity. Ensuring that this is reflected in all aspects of the volunteer experience.

Safeguarding: To be alert to issues of safeguarding and child protection, ensuring the welfare and safety of Base71 members is promoted and safeguarded, and to report any child protection concerns to the designated Child Protection Officers using policies, procedures, and practice.

Person Specification



Selection Criteria

Experience

Proven experience in volunteer or training co-ordination, ideally within a youth-focussed or community-based organisation	Essential
Experience of leading the planning and delivery of retention programmes	Essential
Experience of designing volunteer training programmes and delivering training, including for those with low levels of literacy	Essential
Experience of developing and implementing strategies and policies	Desirable
Experience of developing and delivering a variety of training to small and large groups	Essential
Experience of managing training budgets and delivering best value	Essential

Skills, Knowledge and Attributes

Excellent communication and interpersonal skills, with the ability to work effectively with volunteers, staff and external stakeholders.	Essential
Ability to enthuse, inspire and motivate others	Essential
Ability to pay attention to detail, be thorough and organised	Essential
Ability to work on own initiative and as part of a team	Essential
Ability to work to under pressure and prioritise effectively	Essential
Training and facilitation skills	Essential
Strong interpersonal and networking skills	Desirable
Excellent verbal and written communication skills	Essential
High standard of ICT skills, including the use of databases	Desirable

Qualifications

Educated to Degree level in a relevant subject or equivalent experience	Desirable
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Special Requirements

A willingness to work regular unsociable hours	Essential
A willingness to cover events, holidays and staff absence	Essential
DBS clearance and committed to Safeguarding children	Essential

Application Process



Anonymous Applications

We recognise 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 email a CV and a cover letter (no more than one page) in response to the person specification including the questions below to recruitment@base7lyz.org

- 1) Why do you want to work for us?
- 2) 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**)
- 3) How you demonstrate your commitment to fairness, equity and respect
- 4) 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).
- 5) Any reasonable adjustments we can make to assist you in your application or the selection process
- 6) This role will be based in the Youth Zone, and therefore requires an Enhanced DBS.
 - a. Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?
 - b. 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?

Application Closing Date:
Sunday, 13 July by 5pm

Interviews:
Thursday, 24 July 2025

For information on how Onside processes your data, go to

[Onside Youth Zone Job Applications 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.





PROVEN IMPACT



50K

MEMBERS ACROSS
THE ONSIDE NETWORK



MEMBERS MAKE OVER

650K

VISITS EVERY YEAR



£187M

INVESTED IN YOUNG PEOPLE
THROUGH OUR NETWORK

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



77%

OF MEMBERS ARE MORE
SELF-CONFIDENT



82%

OF FREQUENT ATTENDERS
HAVE MORE FRIENDS

HELP YOUNG PEOPLE LEAD HEALTHIER, HAPPIER LIVES



1 IN 10

OF YOUNG PEOPLE
HAVE A DISABILITY OR
ADDITIONAL NEED



70%

OF MEMBERS
BELIEVE THAT THEY
ARE HEALTHIER



75%

FEEL BETTER
IN THEMSELVES



64%

OF PARENTS THOUGHT
THEIR CHILDREN HAD
BETTER MENTAL HEALTH

