



VOLUNTEER CO-ORDINATOR

JOIN US
AND HELP
MAKE A
DIFFERENCE!



ROLE PROFILE:

VOLUNTEER CO-ORDINATOR

SALARY OFFER:

£29,000 to £32,000

(Dependent on experience)

33 days holiday (inclusive of bank holidays)

LOCATION:

Until the Youth Zone is completed and fully operational you will be required to work in other locations. Some hybrid working may be required.

REPORTING TO:

Head of Operations & People

CONTRACT:

Permanent full-time, 37.5 hours per week

LINE REPORTS:

Volunteer Workforce

BENEFITS:

- Workplace pension
- Free gym access (once the Youth Zone opens)
- Access to OnSide's Talent Academy bespoke training and mentoring

OUR COMMITMENT TO EQUITY, 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 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.



ALL THE DOME 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 The Dome 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 The Dome.

ABOUT THE DOME YOUTH ZONE

Crewe Youth Zone, named "The Dome" by local young people is a brand-new locally run youth charity, set to provide thousands of young people with the opportunity to have fun, make new friends, try something new and feel safe.

With community centric values and located in the heart of Crewe, it will be an inspiring place for young people aged 8 – 19, and up to 25 for those with additional needs, to enjoy their leisure. The building is due to be completed in 2026.

It will change the lives of thousands of young people each year – delivering social impact on an incredible scale.

State-of-the-art facilities will offer over 20 activities—including sports, arts, culture, and recreation—available every evening, weekend, and school holiday, showcasing our commitment to providing the best for young people.

The Dome is based on a proven model of youth service and youth work provision that is aligned to community needs and supported by cross-sector funding. The Dome will give young people affordable access to services designed to empower them to lead healthier, positive and more active lives, raising their own aspirations and their community.

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 The Dome will provide to young people.

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

[#ButWhenImHere \(youtube.com\)](#)

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 \(youtube.com\)](#)

THE ROLE

Are you a dynamic and focused leader with a passion for the power of volunteering? Someone who can engage people from all backgrounds with a vision that empowers them to make change?

This amazing and unique opportunity will give the successful candidate the opportunity to recruit, engage and train a dedicated team of volunteers who will lend their expertise and passion to transforming thousands of young lives.

You'll work with all parts of our team to provide volunteering support that is fundamental to The Dome Youth Zone's operations. As well as changing lives of young people, the programme you will develop and manage will support volunteers to thrive.

You'll be a crucial part of the team for The Dome Youth Zone, welcoming up to 250 young people each session and creating a space where they can thrive.

JOB DESCRIPTION

KEY RESPONSIBILITIES

VOLUNTEER RECRUITMENT & TRAINING

- Create and develop an ongoing recruitment strategy to engage the local community into the various volunteering opportunities within The Dome.
- Work with the whole team across The Dome to support delivery and functions through impactful volunteering opportunities.
- Recruit and onboard volunteers in line with safe recruitment principles, providing the necessary training and support to flourish.
- Set up and maintain personnel files in line with data & HR policies and legislation, including data collection and impact reporting.

VOLUNTEER SUPPORT AND CO-ORDINATION

- Build strong working relationships with volunteers, ensuring a safe, inclusive and positive volunteering experience.
- Train Youth Zone staff, including Senior Leadership Team, in volunteer management best practice, facilitating opportunities for staff and volunteers to build good working relationships.
- Regularly communicate and update volunteers keeping them engaged, informed and valued.
- Undertake and complete all administration relating to volunteering, including management of the volunteering budget.
- Ensure an excellent volunteer experience, providing reassurance, problem-solving and conflict management where needed.
- Be a role model for Volunteers, young people and the wider team, presenting a positive, solutions focused attitude.

VOLUNTEER RECOGNITION

- Create and build a culture of recognising and valuing volunteers at the Youth Zone and across the organisation.
- Monitor and record impact of volunteering input.
- Organise and run volunteer appreciation events, leading on Volunteers Week activities and linking into the wider OnSide Network.

SAFEGUARDING

- Comply with all policies and procedures, with particular reference to safeguarding, codes of conduct, health and safety and equality and diversity. Ensuring that this is reflected in all aspects of the volunteer experience.
- Act as a Designated Safeguarding Lead, responding to concerns in line with policy alongside the Head of Youth Work and wider safeguarding team.
- Act as a key holder, opening and closing duties and ensure facilities are maintained, issues logged and spaces cleaned after sessions.

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 transferable 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!

SELECTION CRITERIA

EXPERIENCE

- Demonstrate experience in working with external partners to develop and deliver a programme of activities that enhance the Youth Work offer.
- Safeguarding knowledge, ideally as a Designated Safeguarding Lead.
- Confident communicator, able to engage people and work professionally with staff and partners.
- Experience managing behaviour and supporting conflict resolution.
- Staff management experience with awareness of HR processes (performance, attendance, rota planning).
- Experience in planning and coordinating programmes, including health & safety, scheduling and budgeting.
- Experience coordinating and/or delivering training.

SKILLS, KNOWLEDGE AND ATTRIBUTES

- Passionate about youth work and committed to empowering young people.
- Understanding of the issues facing young people and the youth work process, including contextual safeguarding.
- Able to build strong relationships and work collaboratively with a range of partners and stakeholders.
- Committed to the mission and values of The Dome Youth Zone and work collaboratively.
- Calm under pressure and able to work in a fast-paced environment.
- Willing to work evenings and weekends, with flexibility to meet organisational needs.

QUALIFICATIONS

- Relevant education or equivalent experience; a youth work qualification would be advantageous but not essential.
- IT skills (Office 365, Smartsheet or similar).
- Evidence of ongoing professional development is an advantage (e.g. safeguarding, health & safety, leadership)

GENERAL INFORMATION

The normal hours of work are 37.5 per week which will include Monday evenings and Saturday times. Before the Youth Zone opens and during its construction, there will be elements of hybrid working in place.

During the first months as part of the induction the successful candidate will have the opportunity to visit and spend time in operational Youth Zones, this will involve travel. The practicalities of this can be discussed during the process.

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

APPLICATION PROCESS

To apply:

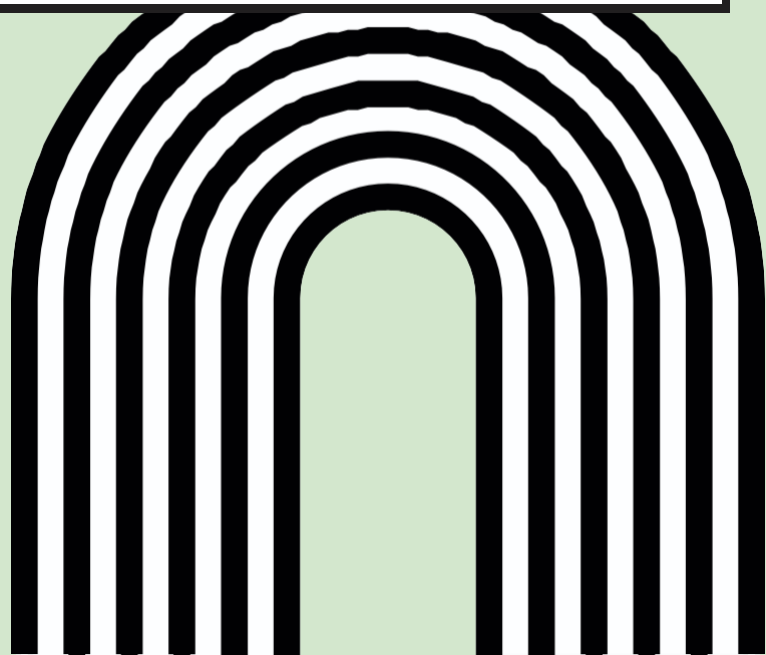
1. Email a CV and cover letter (no more than one page) to recruitment@thedomeyouthzone.org

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 is 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 Dome, Crewe 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 (Amendment) (England and Wales) Order 2020?



RECRUITMENT PROCESS

Phase 1: Formal Interview

Shortlisted candidates will be invited to attend a formal interview as the first stage of the recruitment process at the HideOut Youth Zone.

HideOut Youth Zone

1 Queens Avenue,

Manchester,

M12 5PX

Date: 30th April 2026

Time: 11:00 – 15:00 (approx.)

Phase 2: Second Stage Interview with The Dome's YPDG

Candidates successful in Phase 1 will be invited to take part in a second stage interview with members of The Dome's Young Person's Development Group (YPDG) at our offices.

TADIC Office,

Off Heath Street,

Crewe,

CW1 2BJ

Date: 5th May 2026


Time: 16:30–19:00pm (approx.)

KEY DATES

Closing date for applications: 24th April 2026

Formal Panel Interview: 30th April 2026 (approx. 11:00 – 15:00)

Second Stage Interview: 5th May 2026 (approx. 16:30 – 19:00)



**BEHAVIOUR:
THE WAY IN WHICH
ONE ACTS OR
CONDUCTS ONESELF,
ESPECIALLY
TOWARDS OTHERS**

**ALWAYS
DO WHAT'S
RIGHT
FOR YOUNG
PEOPLE**

We put young people at the heart of everything we do—every decision, every action, every day.

**BE BRAVE
BE BOLD
BE AMBITIOUS**

We take smart risks, try new things, and learn from mistakes—because ambition and growth come from courage.

**LIFT
EACH
OTHER UP
KEEP EACH
OTHER
SAFE**

We look out for one another— young people and team members alike— building trust, safety, and support so everyone can thrive.

**LISTEN
DEEPLY
ACT
RESPECTFULLY**

We respect every voice

—especially young people's— and act on what we hear with integrity and care.

**BE
AUTHENTIC
BE
AWESOME
GO
BEYOND**

We show up with authenticity and positivity, celebrate individuality, and strive to bring our best selves every day.

