



## YOUTH WORK MANAGER - SENIORS

**Job Title:** Youth Work Manager - Seniors

**Reporting to:** Head of Youth Work

**Location:** HideOut Youth Zone (Gorton)

**Salary:** £27,824 - £30,074

**Holidays:** 33 days including bank holidays (pro-rata)

**Hours:** 40 hours per week (including evenings and weekends)

**Key Relationships:** Head of Youth Work, Youth Work Coordinators (Youth club manager - Juniors, Deputy & Holiday club manager, Enterprise & Projects Manager, Sports, Inclusion, Creative), Sessional Youth Workers, Volunteers, children & young people, parents, guardians and members of the community

## EMPOWER YOUTH ZONES

Empower Youth Zones is the umbrella charity that currently oversees operations of the award-winning youth charity based in Manchester, HideOut Youth Zone, which opened in 2020.

HideOut Youth Zone has supported over 7,000 children and young people since it opened, offering a dynamic youth provision that is open 7 days a week (including school holidays).

HideOut's state-of-the-art building provides young people with somewhere safe to go, something positive to do and someone trusted to talk to, with facilities that include a 3G pitch, climbing wall, gym, sports hall and recreation area, and dance, arts, music and media suites.

Due to the success of HideOut Youth Zone, Empower Youth Zones has been granted the opportunity to open another Youth Zone within Greater Manchester – Salford Youth Zone (known officially as SYZ).

The two Youth Zone's will sit within the Onside network; a growing number of Youth Zone's across the UK which are funded, built, supported and launched by the national charity, Onside.

It is Empower Youth Zone's vision to ensure all young people grow to lead happy, healthy, safe and successful lives.



## WHAT IS THE ROLE

The Youth Work Manager - Seniors is 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 (up to 25 for those with additional needs) year olds, ensuring there is a high-quality, creative and fun offer, which focuses on the needs of young people and is in line with HideOut 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 input towards the strategic delivery plan for HideOut Youth Zone. This is a fun, exciting and challenging role in a new, growing and ambitious charity where **with up to 200 young people attending** a session no two days will ever be the same.

Shifts vary on a rota basis and includes working a weekly priority day of Friday, Saturday or Sunday. This role includes any 5 days of the week - including weekends and evenings.

## WHAT WILL I BE DOING?

- To **ensure there is an exciting range of activities** on offer for young people aged **13+, 4 nights a week**
- **Duty manage a team of staff** to deliver a safe programme of activities that meet the needs of the current membership
- To **lead on the development**, implementation and review of the of the Senior Club offer by:
  - **Coordinating input and ownership** from the wider staff team and young people including the Sport, Arts, Inclusion and Enterprise 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 **lead the delivery team** on sessions providing:
  - **Clear hands-on leadership**, role modelling and coaching to ensure high standards of delivery are maintained.
  - **Clear structure, planning and purpose** to underpin every session with clear session briefs and debriefs.
  - **Leading on safeguarding** (working closely with the DSO) and behaviour management during sessions to ensure HideOut Youth Zone is a welcoming environment for all young people.
  - To **maintain compliance with safe working practices** to ensure the safety of young people.
- To **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 working with the Volunteer and Training Manager supporting CPD and opportunities for accredited and recorded learning.
- 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 **work with the Youth Zone staff to identify opportunities** and funding for additional opportunities and experiences for 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 **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 To deputise for the Head of Youth Work as required Carry out any other reasonable duties as requested by the Senior Leadership Team

## WHAT ELSE WILL I NEED TO DO?

- To take a lead role in ensuring the safeguarding of young people by ensuring that you fully understand and implement all the roles and responsibilities in relation to Safeguarding Children and Young People
- Be a role model for young people and present a positive “can do” attitude
- Commit to a culture of continuous improvement
- Represent h Youth Zone positively and effectively in all dealings with internal colleagues, and external partners.
- 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 as safe as possible and accessible
- 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 Safeguarding Leads in line with policies, procedures, and practice (training to be provided)
- To assist with any promotional activities and visits that take place at the Youth Zone, positively contributing towards increasing Youth Zone membership
- As part of the management team, to deliver a focused, measurable contribution to the Youth Zone’s overall strategic plan.
- To carry out any other reasonable duties as requested by the Chief Executive & Board of Trustees.

## PERSON SPECIFICATION

<b>Selection Criteria</b> A = Application Form I = Interview	<b>Essential or Desirable</b>	<b>Method of Assessment</b>
<b>Experience</b>		
Proven experience of working with young people aged 13 to 19 (and up to 25 with additional needs) in a range of settings	Essential	A & I
Proven experience of engaging vulnerable, disengaged or hard to reach young people	Essential	A & I
Experience of managing a staff team including volunteers	Essential	A & I
Experience of dealing with safeguarding issues within a multi-agency setting	Essential	A & I
Experience of organising and delivering a programme of youth work activities in an open access setting	Essential	A & I
Experience of work with those with disabilities and/or additional needs	Desirable	A & I

Experience of monitoring and evaluation processes	Desirable	A & I
Experience managing budgets	Desirable	A & I
<b>Educational / Vocational Qualifications</b>		
GCSE or equivalent literacy and numeracy	Desirable	A
A professional youth work qualification	Desirable	A
A management or leadership qualification	Desirable	A
<b>Skills</b>		
Excellent communication skills to deliver activity programmes to a wide range of young people	Essential	A & I
Ability to motivate and engage staff, volunteers and young people through sessional work	Essential	A & I
Strong commitment to young people and ability to engage and build positive relationships with disengaged young people	Essential	A & I
Ability to establish good professional relationships with young people, adults and partner agencies/organisations	Essential	A & I
Ability to manage and organise several tasks at a time	Essential	A & I
Ability to take initiative as part of a team, and lead a team	Essential	A & I
IT literate	Essential	A & I
<b>Knowledge</b>		
Understanding the challenges faced by young people and issues facing their lives	Essential	A & I
Understanding of youth work theory and practice	Essential	A & I
An understanding of safeguarding and current policies initiatives	Essential	A & I
A wide ranging “toolbox” of youth work/ Play work resources, activities and challenges to impart to the delivery team	Essential	A & I

Special Requirements		
A willingness to work regular evenings and weekends	Essential	I
A willingness to cover events, holidays and staff absence	Essential	I
DBS clearance and committed to Safeguarding children	Essential	A & I
The ability and willingness to travel to meetings and events both in the area and beyond	Essential	A & I

## ADDITIONAL INFO

We particularly encourage applications from people groups who are currently under-represented in our workforce, including those from South Asian heritage and their diasporas.

The role is full-time and based at HideOut Youth Zone in East Manchester.

HideOut Youth Zone is committed to safeguarding and promoting the welfare of children, young people and vulnerable groups. This post is subject to an enhanced DBS check.

The strength of HideOut and the OnSide network of Youth Zones is the diversity of its people; we place huge value on equal opportunities and encourage applications from candidates of diverse backgrounds, communities and abilities. The one thing we all have in common is our desire to raise the aspirations of young people across the country.

For information regarding how OnSide Youth Zones process your data, please visit [www.onsideyouthzones.org/applicant-privacy/](http://www.onsideyouthzones.org/applicant-privacy/)

Additionally, **if you would like to discuss this role further** please contact our Head of Youth Work to arrange [kerin.morris@hideoutyouthzone.org](mailto:kerin.morris@hideoutyouthzone.org)

## APPLICATION PROCESS

**Application form:** [www.hideoutyouthzone.org/vacancies](http://www.hideoutyouthzone.org/vacancies)

**How to apply:** Please complete the application form and return to [recruitment@empoweryouthzones.org](mailto:recruitment@empoweryouthzones.org)

**Closing date:** Midday Monday 25th November 2024

### STRICTLY NO AGENCIES PLEASE

**We review applications on a rolling basis and reserve the right to close the role at any time.**

Feel free to give us a call on **0161 511 3777** if you have any questions about this role, or to hear from a team member about life working at the youth zone.



## **BENEFITS OF WORKING FOR HIDEOUT YOUTH ZONE**

 <p><b>Onsite Fitness Gym &amp; Boxing / MMA Suite</b></p>	 <p><b>33 Days Annual Leave Pro-Rata</b></p>	 <p><b>Secure Cycle Store</b></p>
 <p><b>Branded Workwear</b></p>	 <p><b>Queen Bee's Cafe</b></p>	 <p><b>Flexible Working</b></p>
 <p><b>Learning and Development Opportunities</b></p>	 <p><b>Partnership Working</b></p>	 <p><b>Working with Like-Minded People and Cultures</b></p>
 <p><b>Company Sick Pay and Enhanced Maternity Leave</b></p>	 <p><b>Pension Scheme</b></p>	 <p><b>Living Wage Employer</b></p>

## **Employee Assistance Programme**

HideOut's Employee Assistance Programme provides free and confidential support for our employees on a wide-range of topics, such as:

- Unlimited telephone support (24/7) with calls answered by experienced in-house counsellors, legal and financial specialists
- Structured counselling over the phone, via live chat, email, or in person (up to 6-sessions)
- Family advice line on topics such as childcare & eldercare
- Legal information services including debt & financial information
- Critical incident and trauma support
- Occupational health services
- Crisis support
- "My Healthy Advantage" smartphone app and online personalised wellbeing portal, including videos, webinars, mini health checks and health coaching
- Coverage for dependents (partner/spouse and children aged 16-24) within HMRC guidelines
- Support for line managers
- BrightTV and Wellbeing podcasts

**HIDE**  
OUT  
An OnSide Youth Zone

## **SENIOR CLUB MANAGER**



# 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.

