



## EMPLOYABILITY & PROJECTS MANAGER (YOUNG PEOPLE)

**Job Title:** Employability and Projects Manager

**Reporting to:** Head of Youth Work

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

**Salary:** £26,278 - £28,423

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

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

**Key Relationships:** Head of Youth Work, Youth Work Coordinators (Youth club manager - Juniors, Youth club manager seniors, Deputy & Holiday club 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

This exciting role will provide the right candidate with **an opportunity to establish and shape HideOut's Employability & Projects offer**. Working with our partners, patrons, external organisations, accredited training providers and other key stakeholders to inspire young people, provide them with **opportunities to explore their interests** and, enabling and **empowering them to gain employability skills, experience and accreditations/qualifications** through a diverse programme of activities.

You will be providing provisions across the week including **homework clubs, career advice, mock interviews** and **CV writing workshops, financial literacy programmes, realistic and fun business and enterprise initiatives**, and **work placement/environment opportunities** working closely with our corporate supporters.

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 lead on the development, delivery and review of HideOut's Employability & Projects offer**, thinking creatively and innovatively about how HideOut's provision can be utilised to enable clear positive outcomes, learning experiences, life skills and employment/career readiness for all of our members (juniors aged 8-12, seniors aged 13-19, or up to 25 with additional needs.)
- Allowing young people to try and experience activities new to them, engaging them with a range of possible outcomes for themselves around both future job roles and business skills.
- Ensuring that the activities' are fun, engaging and age appropriate.
- **Collaborating with external partners/funders this role will co- create and deliver programmes** that create a pathway for the young people to develop skills, experience and potential pathways to employment (including self employment)
- **Relationship and account management**, to deliver this role in the agile, engaging way with and for our young people will take a matrix of partners, funders and internal colleague engagement. The ideal candidate will be an exceptional communicator, be organised and have attention to detail.
- **Carry out regular reviews and evaluations** of the Employability & Projects offer, including capturing the destinations and positive impacts, recording soft and hard outcomes, presenting case studies and celebrating the achievements of young people.
- **To ensure that all projects have a clear set of outcomes** for young people and to demonstrate how these are evidenced to show impact via reports and report writing (using both qualitative and quantitative data/evidence)
- **Oversee and lead** on the mentoring programme
- **Provide a diverse range of opportunities** for young people to access work experience
- Work with stakeholders to support young people to **gain employment skills and employment opportunities**
- **Ensure there are links with employment and job fairs** across Greater Manchester, exposing young people to the options available to them
- **To manage the accreditation administration** process for HideOut
- **To achieve KPI's set** by the Board, Chief Executive the line manager for this post and, external funders, including for example, progression into employment and training or the development of employability skills
- **To manage, train, support and develop** part time youth workers and volunteers to contribute to the Employability & Projects programme.
- **To work closely with the Fundraising Team** to maximise the possible opportunities across our vast network of partners, prospects and patrons.
- **To manage the Employability & Projects budget** and other resources effectively to maximise the benefits to young people.
- **To work with the Youth Zone staff to identify opportunities and funding** for additional experiences and openings for young people relating to Employability & Projects.
- **To manage relationships with employers, schools and other agencies** to ensure a holistic approach in service delivery to young people, including representing HideOut Youth Zone at meetings with partner agencies.
- As required, **to deputise for the Youth Work Coordinators and lead sessions**, including taking responsibility for the close down and opening up of HideOut Youth Zone.

## WHAT ELSE WILL I BE DOING?

- To support sessions across the whole HideOut Youth Zone offer as required, which takes place every evening, weekend and during school holidays and will occasionally include residential work.
- Carry out any other reasonable duties as requested by the Senior Leadership Team
- Be a role model for young people and present a positive “can do” attitude
- Commit to a culture of continuous improvement
- Represent HideOut 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, equality and diversity, to ensure all activities are accessible
- To assist with any promotional activities and visits that take place at HideOut Youth Zone
- To be alert to issues of safeguarding and child protection, ensuring the welfare and safety of Youth Zone members is promoted and safeguarded. To report any child protection concerns to the designated Child Protection Officers using the safeguarding policies, procedures and practice (training to be provided)

<b>Selection Criteria</b> A = Application Form I = Interview	<b>Essential or Desirable</b>	<b>Method of Assessment</b>
<b>Experience</b>		
Experience of managing relationships with external organisations	Essential	A & I
Experience of youth work and delivering youth work programmes	Essential	A & I
Experience of Line Management	Essential	A & I
Experience of report writing (monitoring and evaluation processes)	Essential	A & I
Experience providing information, advice, guidance and support to young people	Desirable	A & I
<b>Skills, Knowledge &amp; Attributes</b>		
Strong commitment to young people and ability to engage and build positive relationships with disengaged young people	Essential	A & I
Understanding of working with those with disabilities and additional needs	Essential	A & I
Ability to coordinate and deliver fun accessible activities that teach life skills, employability skills and basic business principles (e.g. profit margins)	Essential	A & I

# PERSON SPECIFICATION

Educational / Vocational Qualifications		
A professional youth work or careers guidance qualification (or equivalent)	Desirable	A
Special Requirements		
A willingness to work regular evenings and weekends	Essential	A & I
DBS clearance and committed to Safeguarding children	Essential	A & I
The ability and willingness to travel to meetings and events both in the region and beyond	Essential	A & I

\*Selection criteria for guidance only, alternative methods may be used to assist the selection process.

## ADDITIONAL INFORMATION

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 Wednesday 15th January

**Open Day:** Saturday 11th January



**Interviews:** W/C Monday 20th January

## 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

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

## 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

## ENTERPRISE AND PROJECTS 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.

