



INCLUSION COORDINATOR

Job Title: Inclusion Coordinator

Reporting to: Junior Club Manager

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) – Working 5 over 7 days.

Key Relationships: Young people and parents, Head of Youth Work and HideOut Youth Zone staff, volunteers, partners and stakeholders

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

As the coordinator responsible for inclusion in the delivery team, you will ensure our award-winning Provision for young people (aged 8-19, up to 25 years for those with additional needs) continues to develop and thrive. Over the last three years, a great deal of work has been carried out to ensure HideOut youth provision is inclusive, supports community cohesion, and provides an environment where members from **diverse demographics, ethnic communities, and those with additional needs or disabilities** feel safe, involved, and welcome.

As we go into our next chapter we would like to **ensure we continue to break down barriers & create pathways & opportunities** for our members to learn life skills and see the development of targeted outcome projects such as Mentoring, Employability, AQA's & Duke of Edinburgh.

You will **have a collaborative approach with department leads** as well as **leading a team of sessional workers** to ensure **members with additional needs and disabilities continue to access the club across the week**. Taking on all aspects of making the provision fully inclusive, you will also **lead a team of designated inclusion staff on Sunday** to deliver a first-class provision for our members. You will **carry out targeted outreach work** and continue to build and manage key stakeholder relationships with HideOut partners, whilst also building new ones.

WHAT WILL I BE DOING?

- To **identify the diverse needs of young people** (aged 8-19, 25 years for those with additional needs) and plan, coordinate and deliver youth work targeting these needs and ensure they benefit from participation in the Youth Zone
- To **work with youth workers, volunteers, parents of young people and community representatives** to prepare and deliver youth development activities and undertake outreach work to promote the Youth Zone's provision across all communities
- To **support young people's involvement**, helping them to have a voice and become young leaders for their communities, supporting and encouraging them to play a more active role in civic life
- To **understand the issues underlying community tensions** and from this tackle the issues of mistrust and develop respect to build stronger relations within and between communities
- To **influence the general program of events at the Youth Zone** so that it is attractive to young people from diverse backgrounds, especially at weekends and during holidays
- To **contribute to the building of effective partnerships** with statutory and voluntary services and other relevant agencies
- To **organise, participate in and evaluate outreach events** that bring together the different communities, including support for marketing activities for such events across the city
- The role requires **occasionally session leading and locking up of the Youth Zone** to cover for Senior and Junior Club Leads. This will be scheduled by your Line Manager
- To **ensure there is a clear process in line with our safeguarding procedure** for parents & carers accessing sessions with members who require Personal care on sessions.
- To **lead, plan, deliver & evaluate projects** with outcome-based learning for members.
- To **Line manage a sessional team** ensuring to have team meetings, 1:1's, appraisals and manage in line with Hideout's policies and procedures
- To carry out any other reasonable duties as requested by the Senior Leadership Team.

WHAT ELSE WILL I NEED TO DO?

- Be a role model for young people and present a positive "can do" attitude
- Take personal responsibility for own actions
- Commit to a culture of continuous improvement
- Work within the performance framework of HideOut Youth Zone and OnSide
- 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 and equality and diversity to ensure all activities are 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 Child Protection Officers using the safeguarding policies, procedures and practice (training to be provided)
- To assist with any promotional activities and visits that take place at the Youth Zone
- To actively promote the Youth Zone and positively contribute towards increasing Youth Zone membership

DUTIES & RESPONSIBILITIES - GENERAL

- 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)













| Selection Criteria A = Application Form I = Interview | Essential or Desirable | Method of Assessment |
|---|-------------------------------|-----------------------------|
| Experience | | |
| Youth work experience (centre based and outreach) including developing and delivering high quality sessions | Essential | A & I |
| Significant experience of successful inclusion work and work with young people | Essential | A & I |
| Developing and managing events and workshops | Desirable | A & I |
| Substantial experience of successful partnership working | Desirable | A & I |
| Working with and managing staff and volunteers | Essential | A & I |
| Skills | | |
| Excellent communication skills, both verbal and written | Essential | A & I |
| Ability to establish effective working relationships with a wide range of agencies and individuals | Essential | A |
| Ability to understand issues leading to exclusion from participation and success | Essential | A & I |
| Ability to work within a team and on own initiative, organise workload and meet deadlines | Essential | A & I |
| Project co-ordination and project management skills including budgeting and resource management | Desirable | A & I |

PERSON SPECIFICATION

| Knowledge | | |
|--|-----------|-------|
| Knowledge of the issues affecting young people and an ability to work with challenging behaviour and complex needs | Essential | A & I |
| Sound knowledge of equality and diversity principles | Essential | A & I |
| Educational / Vocational Qualifications | | |
| A relevant qualification in youth work or SEN work | Essential | A |
| GCSE or equivalent literacy and numeracy | Essential | A |
| Special Requirements | | |
| Willingness to work unsociable hours | Essential | A & I |
| The ability and willingness to travel to meetings and events both in the region and beyond | Essential | A & I |
| A willingness to cover events, holidays and staff absence | Essential | A & I |
| DBS clearance and committed to Safeguarding children | Essential | A & I |

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

BENEFITS OF WORKING FOR HIDEOUT YOUTH ZONE

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

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

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/

APPLICATION PROCESS

Application form: www.hideoutyouthzone.org/vacancies

How to apply: Please complete the application form and return to 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.

INCLUSION COORDINATOR



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.

