



## DEPUTY YOUTH WORK MANAGER

**Job Title:** Deputy Youth Work Manager

**Salary:** £26,278 - £28,423

**Reporting to:** Head of Youth Work & Partnerships

**Holidays:** 33 days including bank holidays

**Location:** Salford Youth Zone (Pendleton)

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

**Key Relationships:** Head of Youthwork & Partnerships, Youth Work Managers - Seniors & Juniors, Salford Youth Zone staff, volunteers and stakeholders, and young people

## ABOUT EMPOWER

Empower Youth Zones is the charity that oversees the creation, management and sustainability of Youth Zones in Manchester and Salford.

These include HideOut Youth Zone located in Gorton, East Manchester which opened in 2020 and Salford Youth Zone located in Pendleton, Salford due to open in summer 2025. HideOut and Salford Youth Zones support thousands of young people with top-notch educational, recreational, and developmental opportunities. We're open 7 days a week, including school holidays, ensuring there's always something positive happening.

Our Youth Zones are state-of-the-art, purpose-built spaces, offering young people somewhere safe to go, something positive to do and someone trusted to talk to. They are staffed by skilled and dedicated Youth Workers who truly believe in young people – helping them see what they could achieve, and giving them the skills, confidence and ambition to go for it.

Empower Youth Zones are part of the national network of OnSide Youth Zones, which supports the creation and implementation of a network of Youth Zones across the country.

Our vision is clear: to help all young people lead happy, healthy, safe, and successful lives. Join us on this incredible journey!

## ABOUT SYZ

The role is full-time and based at Salford Youth Zone.

Set to open its doors in 2025, SYZ is a dedicated charity for Salford's young people, set up to give them the opportunity to discover their passion and their purpose.

SYZ will open 7 days a week, offering a free hot meal and over 20 activities every night for just 50p per visit for young people aged 8-19, or up to 25 for those with an additional need or disability. Facilities include a 3G pitch, climbing wall, gym, sports hall and recreation area, and dance, arts, music, and media suites.

Salford Youth Zone is at the very beginning of its Youth Zone journey and we look forward to providing young people from a diverse range of backgrounds the opportunity to make friends, develop new skills, unlock their potential and have fun.

**Somewhere safe to go. Something positive to do. Someone trusted to talk to.**

## WHAT IS THE ROLE?

Working alongside our Youth Work Managers to support the delivery of our 7 day offer of varied enriching and life enhancing activities for young people aged 8 – 19 (up to 25 with additional needs).

You will play a pivotal role in provision and opportunities for our members by adding capacity and a new skill set to our delivery team, ensuring that our main offer, the universal provision, continues to be delivered as we develop new and exciting opportunities for our members.

As well as supporting the weekly open access provision, you will also be responsible for coordinating and delivering **Salford Youth Zone Holiday programme** which runs during school holidays for our members.

As well as adding your own ideas to the conversation as we develop these new offers, you will also deputise for Youth Work Managers across Juniors and Seniors as Session Lead, ensuring there is a high-quality, creative and fun offer which focuses on the needs of young people each and every day.

Delivering Salford Youth Zone aspiration to provide young people with the best possible experiences and opportunities. When deputising you will enhance your managerial skills set by leading a team of part time sessional workers and volunteers and be responsible for the safeguarding of the sessions.

This role will be mainly face to face with some planning time allocated to prepare for delivery.

## WHAT WOULD I BE DOING?

- Supporting an exciting range of activities for young people aged 8-19 and up to 25 with additional needs through Youth Club provision (with sessions between Monday-Sunday)
- Maintaining compliance with good working practices to ensure the safety of young people
- Duty managing a team of staff to deliver a safe programme of activities that meets the needs of the current membership of young people
- Create a clear structure, planning and purpose to every session with clear session briefs and debriefs
- Leading on safeguarding (working closely with the Designated Safeguarding Lead) and behaviour management during sessions to ensure Salford Youth Zone is a welcoming environment for all young people
- Motivating, encouraging and supporting young people to participate fully in sessions
- Supporting Junior and Senior Club Coordinators to identify opportunities and funding for additional experiences for young people
- Supporting 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
- 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 Managers
- As a key holder, to take responsibility for the close down and opening up of the Youth Zone as required
- Giving support across the whole Youth Zone offer (as required) which takes place every evening, weekend and during school holidays, as well as occasional residential opportunities.
- To deputise for the Junior and Senior Coordinators on a rota basis as required
- Carry out any other reasonable duties as requested by the Junior and Senior Leadership Team

## WHAT ELSE WILL I NEED TO DO?

- Be a role model for young people and present a positive “can do” attitude
- Commit to a culture of continuous improvement and represent Salford 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
- 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 Lead using policies, procedures and practice

- 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
- To assist with any promotional activities and visits that take place at the Youth Zone, positively contributing towards increasing Youth Zone membership.

## 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 8 to 19 (up to 25 for those 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 youth work	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
Organising and delivering a programme of youth work activities in an open access setting	Essential	A & I
Experience of work with children & young people with additional needs	Desirable	A & I
Experience of monitoring and evaluation processes	Desirable	A & I
Experience managing externally funded projects	Desirable	A & I
Experience providing information, advice, guidance and support to young people	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

## PERSON SPECIFICATION

Skills		
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
IT literate	Essential	A & I
Ability to take initiative as part of a team, and lead a team	Essential	A & I
Knowledge		
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 currently policies initiatives	Essential	A & I
A wide ranging "toolbox" of youth work/ Play work resources, activities and challenges to impart to the delivery team	Desirable	A & I
Special Requirements		
A willingness to work unsociable hours	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 INFORMATION

The role is full-time and based at Salford Youth Zone. Salford 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 Salford Youth Zone 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/)

## APPLICATION INFORMATION

**Application form:** [salfordyouthzone.org/get-involved/vacancies/](http://salfordyouthzone.org/get-involved/vacancies/)

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

**Closing date:** Friday 4th October - Midnight

**Interview date:** w/c 14th October

BENEFITS OF WORKING FOR SALFORD YOUTH ZONE			Employee Assistance Programme
 Onsite Fitness Gym & Boxing / MMA Suite	 33 Days Annual Leave Pro-Rata	 Secure Cycle Store	<p>Salford Youth Zone's Employee Assistance Programme provides free and confidential support for our employees on a wide-range of topics, such as:</p> <ul style="list-style-type: none"><li>• Unlimited telephone support (24/7) with calls answered by experienced in-house counsellors, legal and financial specialists</li><li>• Structured counselling over the phone, via live chat, email, or in person (up to 8-sessions)</li><li>• Family advice line on topics such as childcare &amp; eldercare</li><li>• Legal information services including debt &amp; financial information</li><li>• Critical incident and trauma support</li><li>• Occupational health services</li><li>• Crisis support</li><li>• "My Healthy Advantage" smartphone app and online personalised wellbeing portal, including videos, webinars, mini health checks and health coaching</li><li>• Coverage for dependents (partner/spouse and children aged 16-24) within HMRC guidelines</li><li>• Support for line managers</li><li>• BrightTV and Wellbeing podcasts</li></ul> 
 Branded Workwear	 Internal Café	 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	

Somewhere safe to go. Something positive to do. Someone trusted to talk to.

## DEPUTY YOUTH WORK 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.

