



## OUTDOOR SPORTS COORDINATOR

**Job Title:** Outdoor Sports Coordinator

**Reporting to:** Youth Work 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 some evenings and weekends)

**Key Relationships:** Head of Youth Work, Youth Work Managers, Youth Work Delivery Staff, Volunteers and Partner Agencies

## 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.



# THE ROLE

The Outdoor Sports Coordinator will develop and oversee the delivery of the outdoor sports offer within the Youth Zone including the **MUGA, Sports Pitch, Outdoor Recreation & Adventurous activities** including **Urban Sports and indoor climbing**. Take a lead on **the development of our outdoor education and adventurous programme** including lead responsibility for Youth Zones **Duke of Edinburgh Award** Scheme.

The ideal candidate will **have a range of sport coaching, and or instructor qualifications** (e.g. Football coaching, Basketball Coaching, Rugby coaching, Mountain Leaders, Kayaking, British Cycling, Expedition Leader, Indoor Climbing etc.) and be willing to work toward others.

You would be **required to build and maintain mutually beneficial relationships** with other partner agencies across the City of Manchester/Salford and beyond; to widen the opportunities for young people to participate in outdoor education and adventurous activities.

# WHAT WILL I BE DOING?

- To **develop and coordinate the delivery of an engaging programme** of sporting and outdoor activity that motivates, encourages and supports young people. Designing programmes to facilitate positive outcomes for young people; developing their confidence, self-esteem and social skills.
- To ensure that the sports and outdoors programme is high quality, innovative, and suits the needs, abilities, interests and experience of young people
- To **coordinate the delivery of the Duke of Edinburgh Award**, with a team of sessional staff and volunteers.
- **Oversee the indoor climbing** offer within the Youth Zone and external sports areas.
- To **provide direct line management** support, coaching, and development for sessional workers and volunteers to ensure young people receive high quality experiences. Clear structure, planning and purpose to underpin every session with clear session briefs and debriefs
- **Map out the existing outdoor education and adventurous activity** offer across Greater Manchester and develop relationships with partner agencies that will create new pathways and opportunities for young people through collaborative working
- **To create opportunities** for accredited and recorded learning.
- **To monitor, record and evaluate work** and provide reports and information as required in order to ensure a consistently high-quality youth work provision and demonstrate the impact of the Youth Zone.
- **To act as a session lead** for youth zone sessions as and when required; responsible for young people, team and the building, during the session.
- **Deal with any problems during sessions** including dealing with accidents, and emergencies ensuring appropriate recording and reporting.
- **Working with our Marketing and Communications Lead** to ensure all activities are appropriately promoted.
- **Work in line with safeguarding policies and procedures** (working closely with the Designated Safeguarding Lead) and behaviour management during sessions to ensure the Youth Zone is a welcoming environment for all young people
- **Work with the Facilities Manager** to undertake the necessary risk assessments, assessing hazards, acting upon any issues and putting in place appropriate protocols to ensure all activities are planned and carried out safely in line with the Health and educational visits policies and procedures
- **Supporting the fundraising team** to identify opportunities and grants for additional experiences for young people
- **Supporting effective joint working with schools and other partner agencies** to ensure a holistic approach in service delivery to young people, including representing the Youth Zone at meetings with partner agencies
- **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
- Carry out any other reasonable duties as requested

## 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
- Represent Empower Youth Zones 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.

## 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 -19 (up to 25 for those with additional needs) in outdoor and adventure activity settings	Essential	A & I
Proven experience of engaging vulnerable, disengaged or hard to reach young people	Desirable	A & I
Experience of managing a staff team (including volunteers)	Essential	A & I
Experience of dealing with safeguarding issues within a multi-agency setting	Desirable	A & I
Organising and delivering a programme of youth work activities in Indoor & outdoor settings, including Sports and Adventurous Activities	Essential	A & I
Experience of working with children and young people with additional needs and disability	Desirable	A & I
Experience of monitoring and evaluation processes	Essential	A & I
Experience managing externally funded projects	Desirable	A & I
Experience providing information, advice, guidance and support to young people	Desirable	A & I
Experience of working towards and achieving outcomes with young people	Essential	A & I

<b>Qualifications</b>		
Level 2 Youth Work Qualification	Desirable	A
<b>Skills</b>		
Skills in at least one sport and or outdoor activity	Essential	A & I
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	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
Able to communicate effectively with young people, parents, team members and members of the public	Essential	A & I
Ability to engage and build positive relationships with young people including disengaged and disadvantaged young people	Essential	A & I
<b>Knowledge</b>		
Understand the principles of working with young people, the issues affecting their lives and knowledge of their needs	Desirable	A & I
Knowledge of health and safety, diversity awareness and safeguarding best practice	Essential	A & I
<b>Special Requirements</b>		
A willingness to work unsociable hours when required	Essential	A & I
A willingness to cover events, holidays and staff absence	Essential	A & I
The ability and willingness to travel to events in the region and beyond	Essential	A & I
Enhanced DBS clearance and commitment to Safeguarding children	Essential	A & I
Full Clean UK Driving License	Desirable	A & I

## ADDITIONAL INFO

We particularly encourage applications from people 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/)

## 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.

## OUTDOOR SPORTS COORDINATOR



## **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

# 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.

