Role Profile

**Job title**  
Enterprise and Employability Youth Worker

**Salary:**  
Up to £25,000

**Reporting to:**  
Head of Youth Work

**Holidays:**  
33 days including bank holidays

**Location:**  
Legacy Youth Zone

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

**Key Relationships:**  
Youth Zone staff, young people, volunteers, parents, key partners in Croydon, patrons and funders, for local employers and training providers

**Job Purpose:**
To take a lead responsibility for the delivery of Legacy Youth Zone’s Enterprise and Employability offer, ensuring all young people have access to exciting enterprise projects and the opportunity to develop the skills and knowledge to improve their employability. The post also involves the delivery of a targeted programme to support young people not currently in education, employment or training into positive destinations.

**Context of the post:**
Youth Zones are amazing places: accessible, vibrant, welcoming, fun and caring are just some of the words used by young people. Legacy’s state-of-the-art £6.5 million building opening on Whitehorse Road, Croydon in Summer 2019 will be no different. Centrally located, it is dedicated to young people and to making a bold statement about the importance of giving young people high quality places to go in their leisure time. Legacy has big ambitions to be a flagship for quality youth provision and joins the growing OnSide network. Open 7 days a week, at weekends and during school holidays, the Youth Zone’s purpose is to help young people grow to be happy, healthy and successful adults. Youth Zones provide young people with access to a range of activities, all offering the opportunity to try new things, meet new friends and gain support from friendly, warm and positive staff and volunteers. The facilities will include a 3G pitch, a gym, sports hall and recreation area, and dance, arts, music and media suites seven days a week, and facilities equipped for a wide range of sporting, artistic, cultural and general recreational activities and targeted services. To access a Youth Zone young people aged 8 – 19 (or 25 with additional needs), simply pay 50p per visit and £5 per year membership

**Duties and Responsibilities - General**
- 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 Legacy Youth Zone and OnSide
- Represent Legacy 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
• Represent Legacy Youth Zone positively and effectively in all dealings with internal colleagues, and external partners
• 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 and Responsibilities - Detailed

• To lead on the development, delivery and review of the of the Youth Zone’s employability programme and offer by:
  o The creation and delivery of a short, targeted employability programme, which not only support NEET young people into positive destinations, but works with young people to develop in areas such as self-confidence, communication and team work
  o The creation and delivery of a job club as part of Legacy Youth Zones’ core offer
  o Establishing and maintaining strong links with partner agencies, training providers and employers
  o Ensuring young people have access to information, advice and guidance relating to access to training and employability
  o Ensuring young people have access to up to date training and employment opportunities, resources and guidance by maintaining a well-resourced enterprise zone
• To lead on the development, delivery and review of Legacy Youth Zone’s Enterprise programme and offer, working closely with the Senior and Junior Club leads to ensure enterprise projects take place and contribute towards the core Youth Zone offer
• Carry out regular review and evaluation of the enterprise and employability offer, including capturing the outcomes and positive impacts, recording soft and hard outcomes, presenting case studies and celebrating the achievements of young people
• To achieve KPI’s set by the Board, Chief Executive, Youth Work Manager and external funders, including for example, progression into employment and training or the development of employability skills
• To link into national and local initiatives such as Young Chamber and Young Enterprise, making these available to Legacy Youth Zone members and creating more opportunities for young people
• To deliver accreditation to young people, including taking responsibility for related administration
• To manage, train, support and develop part time youth workers and volunteers to contribute to the programme enterprise and employability programme
• To motivate, encourage and support young people to participate fully in sessions
• To manage the enterprise and employability 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 enterprise and employability
- To develop effective joint working with schools and other agencies to ensure a holistic approach in service delivery to young people, including representing Legacy Youth Zone at meetings with partner agencies
- As required, to deputise for the Youth Work Team Leaders and lead sessions, including taking responsibility for the close down and opening up of Legacy Youth Zone
- To support sessions across the whole Legacy 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 management

**Person Specification**

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<th>Selection Criteria*</th>
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<td>A = Application Form</td>
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<td>I = Interview</td>
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<td>T = Test/Personality Profile</td>
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**Experience**

| Proven experience of working with young people aged 8 to 19 (25 with disabilities) in a range of settings | Essential | A & I |
| Proven experience of engaging vulnerable, disengaged or hard to reach young people | Essential | A & I |
| Experience working in a team and with volunteers | Essential | A & I |
| Experience of youth work and delivering youth work programmes | Essential | A & I |
| Experience of delivering enterprise and employability programmes and workshops to young people | Essential | A & I |
| Experience supporting NEET 16-21 year olds into positive destinations | Essential | A & I |
| Experience of monitoring and evaluation processes | Desirable | A & I |
| Experience of work with those with disabilities and additional needs | Desirable | 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 dealing with safeguarding issues within a multi-agency setting | Desirable | A & I |
| Experience of running own business | Desirable | A |
| Experience working in the commercial sector (for example retail or service) | Desirable | A |

**Skills**

- Excellent written and verbal communication | Essential | A & I |
- Ability to coach, encourage, motivate and provide reliable support to children and young people | Essential | A & I |
- Ability to work with groups of 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
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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 and work creativity | Essential | A & I
IT literate | Essential | A & I

Knowledge

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Knowledge of the issues affecting young people | Essential | A & I |
Understanding of the principles of working with children and young people | Essential | A & I |
Knowledge of recruitment and selection process | Desirable | A & I |
Knowledge of health and safety, diversity awareness and safeguarding best practice and how these relate to children and young people | Desirable | A & I |

Educational / Vocational Qualifications

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<th>Educational / Vocational Qualifications</th>
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A professional qualification at level 4 or above | Essential | A |
GCSE or equivalent literacy and numeracy | Essential | A |
A professional youth work or teaching qualification at level 4 or above (or equivalent) | Desirable | A |

Special Requirements

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A willingness to work unsociable hours when required | 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 |

Legacy Youth Zone are 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 the OnSide Network of Youth Zone is the diversity of its people, we place huge value on different people doing things in different ways and we welcome applications from what might be considered none traditional backgrounds. The one thing we all have in common is our desire to raise the aspirations of young people across the country.
ONSIDE YOUTH ZONES NETWORK VALUES

EXCELLENCE
We encourage ourselves and each other to be best. We can be through continuous learning and improvement, and a focus on finding solutions.

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.

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.

AMBITIOUS
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.

COLLABORATIVE
We will create and nurture strong, creative partnerships, working together to achieve better results and outcomes for young people.