



Role Profile

Job title	Youth Work Lead – Senior Club	Salary:	Up to £28,000
Reporting to:	Head of Youth Work	Holidays:	33 days (including bank holidays)
Location:	Croydon Youth Zone	Hours:	40 hours per week (including evenings & weekends)
Key Relationships:	Youth Zone staff, young people, parents, key partners in the region		

Job Purpose:

To take lead responsibility for the delivery of the youth work programme at Croydon Youth Zone, ensuring all young people accessing the Youth Zone have access to a fun, creative, active and developmental programme. You will provide direct line management, leadership and support to the youth work delivery team including paid staff and volunteers. As a lead member of the delivery team you will work across all Youth Zone sessions and will have lead responsibility for the Senior Club offer to 13-19 year olds (up to 25 with a disability) ensuring this is a high quality offer focused on the needs of young people and in line with Croydon Youth Zone’s aspirations to provide young people with the best possible experiences and opportunities. You will be responsible for the continuous improvement of the delivery and inputting towards the strategic delivery plan for Croydon Youth Zone.

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 to describe their Youth Zone. Croydon Youth Zone, which is opening in July 2019 will be no different. Youth Zones are for young people aged 8 to 19, and up to 25 for young people with additional needs. Croydon Youth Zone is part of the growing OnSide network and is the third Youth Zone in London.

Croydon Youth Zone is centrally located, dedicated to young people making a bold statement about the importance of giving young people high quality places to go in their leisure time and has big ambitions to be a flagship for quality youth provision. 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. The state-of-the-art £6 million building will provide young people with access to a range of activities, all offering young people the opportunity to try new things, meet new friends and gain support from friendly, warm and positive staff and volunteers. The facilities include a 3G pitch, a gym, sports hall and recreation area, and dance, arts, music and media suites.

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 Croydon Youth Zone and OnSide

- Represent Croydon Youth Zone positively and effectively in all dealings with internal colleagues, and external partners
- Comply with all policies and procedures, especially safeguarding, codes of conduct, health and safety and equality and diversity to ensure all activities are safe, fun and accessible
- Represent Croydon 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, implementation and review of the of the senior club offer by
 - Coordinating input and ownership from the wider staff team and young people including the sport, arts, inclusion and enterprise coordinators, resulting in a diverse offer which responds to the needs and interests of young people
 - Ensuring the programme is safe, creative, fun, challenging and contributes toward the development and growth of young people, in particular confidence, social skills, resilience, health and aspiration.
 - Ensuring the programme is varied in nature, making full use of the Youth Zone's facilities and the diverse skill set of the staff team, ensuring the offer includes the arts, sports, issue-based work, enterprise, support advice and guidance and much more
 - Ensuring regular review and evaluation of the programme including capturing the outcomes and positive impact, recording soft and hard outcomes,
 - Presenting case studies and celebrating the achievements of young people
 - Ensuring high reach and engagement across the senior club, achieving and exceeding KPI's set by the Board, Chief Executive and Head of Youth Work including for example membership, attendance and representation.
- To lead the delivery team on sessions providing
 - Clear hands on leadership, role modelling and coaching to ensure high standards of delivery are maintained
 - Clear structure, planning and purpose to underpin every session with clear session briefs and debriefs
 - Leading on safeguarding and behaviour management during sessions to ensure Croydon Youth Zone a welcoming environment for all young people
 - To ensure compliance with safe working practices to ensure the safety of young people
- 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 Manager supporting CPD and opportunities for accredited and recorded learning
- To motivate, encourage and support young people to participate fully in sessions

- To manage the Senior Club budget and other resources effectively to maximise the benefits to young people
- To support the Youth Zone promotional and outreach plan working in the community both with partners and directly with young people
- To work with the Youth Zone staff to identify opportunities and funding for additional opportunities and experiences for young people
- To 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
 - ensuring that staff and volunteers maintain safeguarding standards and contribute toward the safeguarding strategy at Croydon Youth Zone, specifically by ensuring safeguarding issues and themes facing young people are raised and addressed.
 - attending and contributing towards safeguarding meetings and strategies procedures involving young people with which you are working
- To develop 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
- As a key holder, to take responsibility for the close-down and opening up of the Youth Zone as required
- To support across the whole Youth Zone offer as required which takes place every evening, weekend and during school holidays and will occasionally include residential work
- To deputise for the Head of Youth Work as required
- Carry out any other reasonable duties as requested by senior management

Person Specification

Selection Criteria* A = Application Form I = Interview T = Test	Essential / Desirable	Selection Criteria*
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 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 those with disabilities	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
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
Ability to take initiative as part of a team, and lead a team	Essential	A & I
IT literate	Essential	A & I
Educational / Vocational Qualifications		
A professional youth work qualification at level 4 or above	Essential	A
GCSE or equivalent literacy and numeracy	Essential	A
A management or leadership qualification	Desirable	A
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 resources, activities and challenges to impart to the delivery team	Desirable	A & I
Special Requirements		
A willingness to work unsociable hours when required	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



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

Croydon 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.



OnSide Youth Zones Values

As a Youth Zone community our values provide us with cohesion as a group. We celebrate our differences; however, these values help ensure our actions, behaviour and motivations as colleagues and volunteers reflect our shared vision.

1. Serving Young People

- Focus on serving young people
- Continuous improvement in the service we offer
- Building relationships

We are dedicated to the development of young people and shall always strive to provide them with an environment and activities that will best inspire and develop them; that can deliver the 'wow' factor and leave a lasting impression.

We shall work to high standards and go the extra mile to build strong, positive relationships with young people.

We welcome all young people as they are, and support them to make good decisions, ensuring their changing needs remain at the heart of our services.

2. Can-Do Approach

- Getting results
- Motivating others
- Determination

We shall deliver exceptional results through our passion and energy, pushing the bar higher. We will encourage ourselves and others to take on new challenges, whilst offering support and seeking advice at times, with a real pride in what we do.

We must be resilient and determined to achieve our goals. We all understand that sometimes we will not get there but often we will achieve spectacular success.

3. Teamwork

- Openness
- Supporting others
- Valuing and respecting others

In our network every job and volunteer role is important. We value each person and his or her job as much as we value our own. We recognise the efforts of others, whether seen or unseen. We strive to be a team of high-quality coaches; sharing our experience and best practice across the network and in turn benefiting from the experience of others.

We should encourage different views to our own, and support colleagues in their decisions irrespective of their outcome.

We should be able to challenge colleagues openly, speaking up on controversial issues without fear. Therefore, our relationships will develop with each other based on trust, respect and dignity.

4. Doing it Right

- Acting with integrity
- Constant personal improvement
- Developing others

We are passionate about doing it right and are happy to seek specialist help when needed. We will train and be trained. We encourage learning and development and will achieve ever-increasing personal competence resulting in a culture of constant improvement and professionalism.

5. Innovation Friendly

- Innovative environment
- Individual creativity

We want to provide an environment that generates innovative ideas and solutions; we are trailblazers. We wish to encourage employees, volunteers and young people to experiment with process and service provision.

We want an environment where innovation and creativity can flourish. We want a network where there is the freedom for individuals to think differently.



The strength of the OnSide Network is the diversity of its people, we place huge value on different people doing things in different ways and we welcome applications that may be considered non-traditional backgrounds. The one thing we all have in common is our desire to raise the aspirations of young people across the country.

For information on how OnSide Youth Zones processes your data, please click here: <https://www.onsideyouthzones.org/applicant-privacy>