

Role Profile

Job title	Employability Outreach, Recruitment and Engagement Co-ordinator (Maternity Cover)	Salary:	Up to £26,000 (Pro-Rata)
Reporting to:	Targeted Youth Work Lead	Holidays:	33 days including bank holidays
Location:	Legacy Youth Zone	Hours:	24 hours per week – Monday to Thursday
Key Relationships:	Youth Zone staff, young people, volunteers, parents, key partners in Croydon, patrons and funders, for local employers and training providers		

Job Purpose:

The Employability Outreach, Recruitment and Engagement Co-ordinator leads on the recruitment of young people to the Employability offer as well as providing mentoring and coaching for all young people who participate, giving young people the opportunity to develop the skills, knowledge, to achieve goals and identify positive pathways to improve their prospects. The role targets 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 to describe their Youth Zone. Legacy, which opened in September 2019, is no exception, and is part of the OnSide network of Youth Zones. Youth Zones are for young people aged 8 to 19, and up to 25 for young people with additional needs.

Many young people, particularly those from socio-economically deprived areas, face an endless maze of boredom, loneliness and temptation, with nowhere to go and a lack of inspiring and productive activities to occupy their leisure time. This can lead to negative impacts on their health, educational attainment and career prospects. These are the young people that will shape the country's future prospects. It is this paradox that lies at the heart of OnSide's drive to establish a national network of Youth Zones; a proven model of youth service provision that is aligned to community needs and supported by cross-sector funding. Youth Zones give 8-19 year olds, and up to 25 for those with a disability, affordable access to a broad range of sport, arts and employability services, designed to help them lead active, positive lives and raise their aspirations for themselves and their community.

Legacy has big ambitions to be a flagship for quality youth provision and joins the growing OnSide network. Centrally located and dedicated to young people, Legacy makes a bold statement about the importance of giving young people high quality places to go in their leisure time. 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 £6.5 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, cooking and training facilities. 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 - Detailed

To deliver, develop and review the Youth Zone's employability programme by:

- Continuing the development of the employability which is targeted at supporting NEET young people into positive destinations, but works with young people to develop in areas such as self-confidence, communication and teamwork;
- Continuing to establish and maintain strong links with partner agencies, training providers and employers so that programme delivery continues to meet the needs of the young people participating and those in the local and wider community;
- Ensuring young people have access to information, advice and guidance relating to access to training and employability;
- Ensuring young people have access to up-to-date training and employment opportunities as part of the programme, resources, and guidance by maintaining a well-resourced environment;
- Ensuring young people move into positive destination's;
- 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, Head of Youth Work and external funders, including for example, progression into employment and training or the development of employability skills;
- Ensure data is captured correctly using the database systems available and actively record young people's outcomes through programme attendance and mentoring;
- To deliver mentoring and coaching to young people helping them set SMART goals, including taking responsibility for related administration;
- To work with volunteers and other staff to enable them to contribute to the employability programme;
- To motivate, encourage and support young people to participate fully in sessions and mentoring;
- To manage 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 to employability;
- To develop effective joint working with schools, hostel, job centres and other agencies to ensure a holistic approach in service delivery to young people, including representing Legacy Youth Zone at meetings with partner services and organisations;

- To support sessions across the whole Legacy Youth Zone offer as required, which takes place every evening, weekend and during school holidays and work closely with the Senior Club Manager to ensure transitions and pathways for young people are identified;
- Carry out any other reasonable duties as requested by management;
- Actively recruit young people to the programme through outreach and community engagement;
- Ensure young people's pathways continue outside of the programme through mentoring, catch ups and signposting;
- Ensure that the programme continues to meet the changing needs presented by young people and sits in line with local and national themes;
- Continue to work towards funders outcomes and targets and complete reports as and when required;
- Source training providers and external and internal delivery partners to participate in the programme;
- To positively recognise the achievements of young people through celebration events;
- Working with the comms team, actively promote the programme to ensure that it is reaching all young people borough wide;
- Work closely with the Programme Delivery Co-ordinator and recognise the strength of the partnership.

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 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 both in the building and community, is promoted and safeguarded, and to report any child protection concerns to the designated Child Protection Leads 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;
- To actively engage with wider team and represent as part of the Management Team.

Person Specification

Selection Criteria* A = Application Form I = Interview T = Test/Personality Profile	Selection Criteria*	Selection Criteria*
Experience		
Proven experience of working with young people aged 8 to 19 (25 with disabilities) in a range of settings	Desirable	A & I
Proven experience of engaging vulnerable, disengaged or hard to reach young people	Desirable	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	Desirable	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
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		
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		

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		
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 all backgrounds. The one thing we all have in common is our desire to raise the aspirations of young people across the country.

ON SIDE YOUTH ZONES NETWORK 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 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.



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.

