## Role Profile

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| **Job title** | Digital Media Worker | **Salary:** | £7.50 - £9 per hour |
| **Reporting to:** | Head of Youth Work | **Holidays:** | 33 days including bank holidays |
| **Location:** | Inspire Youth Zone | **Hours:** | 16 hours per week  **Monday 5pm – 9pm**  **Tuesday 4pm – 8pm**  **Thursday 4 pm – 8pm**  **Friday 5pm – 9pm** |
| **Key Relationships:** | Chief Executive, Fundraising Development Manager; Head of Youth Work, Duty Managers Volunteer & Training Manager; Other Youth Zone staff, OnSide, External Stakeholders, Young People, Parents. | | |

**Job Purpose:**

To coordinate Inspire Youth Zone’s Digital Media Hub. The post holder will be responsible for creating a lively, dynamic, creative and fun-loving environment for all young people aged 8 – 19 years old.

**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. Youth Zones are for young people aged 8 to 19, and up to 25 for young people with additional needs. Inspire is part of the growing OnSide network alongside Bolton, Blackburn, Manchester, Oldham, Carlisle, Wigan and Wolverhampton.

Inspire is centrally located in Chorley town centre, 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 £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.

**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 Inspire Youth Zone and OnSide
* Represent Inspire 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 Inspire 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**

* Create and edit short films, including animations
* Develop film projects for YouTube and other appropriate social media sites, to showcase their creativity and new-found talents
* Develop film-making as a creative resource for music and performing arts activities at Inspire Youth Zone
* Experienced using editing software packages such as Final Cut Pro and Adobe.
* Have relevant knowledge to gaming systems & products
* Be aware of online safety and age appropriate materials
* Be able to plan exciting computer-based projects & activities
* Good knowledge of computer/gaming hardware and software
* To work directly with children and young people to develop their social skills and build their confidence
* You will laugh. A lot. At really rubbish jokes!
* To have great energy to establish positive relationships with young people and the wider youth work team and visitors to the Youth Zone
* To work flexibly to ensure the needs of the members are met, including disadvantaged children and young people and those with disabilities or additional needs
* To ensure the participation of young people in activities and that their ideas contribute fully in the delivery and evaluation of sessions
* To promote and safeguard the welfare of children and young people at all times;
* To be an active member of the team and operate in line with the values and principles of Inspire Youth Zone.
* Carry out any other reasonable duties as requested by management

**Person Specification**

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| **Selection Criteria\***  A = Application Form   I = Interview   T = Test/Personality Profile | **Essential or Desirable** | **Method of Assessment** |
| **Experience** | | |
| Experience of leading/supporting and working with groups of young people 8-12 | Essential | A & I |
| Experience of working with young people from diverse backgrounds and with challenging needs | Essential | A & I |
| Experience working in a Youth Centre or equivalent | Desirable | A & I |
| Experience of delivering events / displays and performances | Desirable | A & I |
| Experience of working with young people with additional needs and disabilities | Desirable | A & I |
| Experience of team working and alongside volunteers | Essential | A & I |
| **Qualifications** |  |  |
| Level 2 Playwork/ Youth work | Desirable | A |
| Additional relevant qualifications or training (e.g. team games, safeguarding) | Desirable | A |
| **Skills** |  |  |
| Ability to deliver high quality work creatively with children and young people, including those who face social exclusion, disadvantage and disaffection and manage such a group | Essential | A & I |
| Able to work as part of a team and under own initiative | Essential | A & I |
| Able to plan and evaluate programs of activity including production of session plans and evaluations | Essential | A & I |
| Able to communicate effectively with young people, parents, team members and members of the public  Able to work under own initiative | Essential | A & I |
| Able to deliver within an equal opportunities framework | Essential | A & I |
| Ability to engage and build positive relationships with young people including disengaged and disadvantaged young people | Essential | A & I |
| Ability to coach, encourage, motivate and provide reliable support to children and young people | Essential | A & I |
| **Knowledge** |  |  |
| Understand the principles of working with children and 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 |
| Basic knowledge of support pathways for young people | Desirable | A & I |
| **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 events in the region and beyond | Essential | A & I |

**Inspire 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.**

