## Role Profile

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| **Job title** | Junior Club & Holiday Session Lead | **Salary:** | £9.50 Per Hour |
| **Reporting to:** | Junior Club & Holiday Project Co-ordinator | **Holidays:** | 33 days including bank holidays (Pro rota) |
| **Location:** | Inspire Youth Zone | **Hours:** | 18 hours per week. SCHOOL HOLIDAYS ONLY  Tuesday, Thursday 7.30am – 1.30pm  Saturday 10am – 4pm |
| **Key Relationships:** | Full & Part time Youth Zone staff, volunteers, young people, parents, key partners | | |

**Responsible for:** Junior Club Part Time staff

**Job Purpose:**

To take lead for the delivery of the Junior and Holiday Club work programme at Inspire Youth Zone during school holiday periods, ensuring all young people accessing the Youth Zone have access to a fun, creative, active and developmental programme. .

**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. Inspire, which is opening in April 2018 will be no different. 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, Warrington, Wolverhampton and Wirral.

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 £4.8 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, climbing wall, and dance, arts, music and media suites.

**Duties and Responsibilities - General**

To support the Vision, shape the culture and embed the following values of Inspire Youth Zone.

* **Genuine**
* **Organised**
* **Inspirational**
* **Challenging**
* **Adaptable**

**And Also**

* 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 Inspires 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 actively promote the Youth Zone and positively contribute towards increasing Youth Zone membership.
* To adhere to Inspire Youth Zone policies at all times, with particular reference to Health and Safety, Safeguarding and Equal Opportunities.

**Duties and Responsibilities - Detailed**

* To work with the Junior Club Coordinator on the development, implementation and review of the of the Junior Club and Holiday Club offer by:
  + Coordinating input and ownership from the wider part time staff team and young people including the Sport and Senior Club 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 regular review and evaluation of the programme including recording soft and hard outcomes
  + Presenting case studies and celebrating the achievements of young people.
  + Ensuring high reach and engagement across the Junior club, achieving and exceeding KPI’s set by the Board, Chief Executive and Youth Work Manger including for example membership, attendance and representation.
* To lead the delivery team on sessions providing:
  + Clear and 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 briefs and debriefs.
  + Leading on safeguarding and behaviour management to ensure Inspire is a welcoming environment for all young people.
  + Ensure all monitoring and recording of data is completed by staff team.
* To ensure the offer is well communicated to all young people.
* To motivate, encourage and support young people to participate fully in sessions.
* To lead the Junior Club and Holiday project budget and other resources effectively to maximise the benefits to young people.
* As a key holder, to take responsibility for the closing and opening up of the Youth Zone as required.
* Carry out any other reasonable duties as requested by management.
* To make sure all relevant paperwork for sessions is completed in line with Inspires standards.

**Person Specification**

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| **Selection Criteria\***  A = Application Form I = Interview T = Test/Personality Profile | **Selection Criteria\*** | **Selection Criteria\*** |
| **Experience** | **Experience** | **Experience** |
| Minimum of 2 years’ experience of working with young people aged 8 to 12 years old in a variety of settings | Essential | A & I |
| Proven experience of engaging vulnerable, disengaged or hard to reach young people | Essential | A & I |
| Experience of youth work or play 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 |
| Organising and delivering a Holiday project | Essential | A & I |
| Experience of working with young people with additional needs | Desirable | A & I |
| Experience providing information, advice, guidance and support to young people | Desirable | A & I |
| Experience of working under pressure | Essential | 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 or play work qualification at level 3 or above | Desirable | A |
| GCSE or equivalent literacy and numeracy | Desirable | 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/play 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 | Essential | 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

**Inspire is committed to safeguarding and promoting the welfare of children, young people and vulnerable groups**

**Onside Youth Zones Values**

As a Youth Zone community our values provide us with cohesion as a group. We celebrate our differences; and 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.

1. **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.