## Role Profile

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| **Job title** | **Holiday Club** Activity / Playworker / Recreational Youth Work | **Salary:** | £7.70 - £8.50 Per hour dependant on experience |
| **Reporting to:** | Junior Club and Senior Club Co-ordinator | **Holidays:** | 33 days including bank holidays pro rata  |
| **Location:** | Inspire Youth Zone - Chorley | **Hours:**  | School Holidays!!! 7.45am – 4pm |
| **Key Relationships:** | Area Coordinators Youth Zone staff, Volunteers, Young People, Parents and Local Partners |

**Job Purpose:**

The Holiday Club at Inspire is an opportunity for children to have an amazing time whilst they are off school. Our Holiday Club offer is wide ranging and as a member of the team you will be key in ensuring young people have access to an exciting and engaging programme. The role requires the creation of a space that is warm, welcoming, active and full of life and challenge. You will provide supervision and advice to young people and to supporting members of staff and volunteers.

**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 Youth Zone, 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 Youth Zone is part of the growing OnSide network alongside Bolton, Blackburn, Manchester, Oldham, Carlisle, Wigan, Wolverhampton, Warrington and Wirral.

Inspire 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 £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, and dance, arts, music and media suites

**Duties and Responsibilities - Detailed**

* Together with the Junior Coordinator, develop and implement a recreational programme that is exciting, challenging and ever changing.
* The role is 100% face to face delivery with young people.
* To work directly with children and young people to develop their social skills.
* To directly deliver a high quality programme of activity that is exciting, safe, varied, innovative, developmental and directly responds to the diverse needs, concerns and interests of the members.
* To establish positive relationships with children and young people.
* To respond to the needs of the young people through activities in the recreation area.
* To support and motivate volunteers working in the recreation area.
* 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 that the members maintain a high standard of behaviour and discipline during sessions by making the area a hub of activity and fun.
* To ensure the participation of young people in activities and that their ideas contribute fully in the delivery of activities in a safe way.
* To be able to think on your feet with minimal equipment.
* Ability to enthuse others including staff, volunteers, young people. To make the environment fun and the place to be.

**Duties and Responsibilities - General**

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

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

**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
* The role includes evenings and weekends

**Person Specification**

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| **Selection Criteria\***A = Application Form I = Interview T = Test/Personality Profile | **Essential or Desirable** | **Method of Assessment** |
| **Experience** |
| Face to face activity delivery, working with young people both in groups and individually | Essential | A & I |
| Experience of delivering a range of informal, creative activities to young people | Essential | A & I |
| Experience of supporting young people who are disaffected, underachieving and / or have social / emotional barriers to participation | Essential | A & I |
| Experience of working in a team / alongside volunteers | Essential | A & I |
| Organising a programme of youth work activities | Desirable | A & I |
| Experience of working with challenging young people | Desirable | A & I |
| Residential work with young people | Desirable | A & I |
| **Qualifications** |  |  |
| Playwork / Level 2 or 3 Childcare/ Youthwork | Desirable | A |
| **Skills** |  |  |
| A good sense of humour  | Essential | A & I |
| Ability to engage and build positive relationships with young people including the disengaged / disadvantaged  | Essential | A & I |
| Ability to develop good professional relationships with children, young people and adults | Essential | A & I |
| Ability to work with young people to enable the development of their social education by providing activity programmes, services and facilities that are fun  | Essential | A & I |
| Ability to be enthused by young people and others | Essential | A & I |
| Ability to coach, encourage, motivate and provide reliable support to young people | Essential | A & I |
| Ability to deliver high quality activity programmes with young people facing disadvantage / disaffection | Essential  | A & I |
| Ability to dynamic risk access  | Desirable  | A & I |
| **Knowledge** |  |  |
| Understanding of issues affecting young people’s lives | Essential | A & I |
| Knowledge of health and safety, diversity awareness and safeguarding best practice, how these relate to young people | Desirable | A & I |

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

**Inspire Youth Zone are 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; 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.

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.