## Role Profile

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| **Job title** | Engagement Play Worker | **Salary:** | £7.50 – £8.50 per hour |
| **Reporting to:** | Duty Manager | **Holidays:** | 33 days including bank holidays pro rata |
| **Location:** | Inspire Youth Zone | **Hours:** | Various available (evenings, weekends and school holidays) |
| **Key Relationships:** | Youth Zone staff & Volunteers, young people, parents and local partners | | |

**Job Purpose:**

To support any of our members to independently engage / participate in the core offer of activities, regardless of whether they have a diagnosed condition or not. To understand and respond to the needs of these young people, building relationships with them to establish what they enjoy and would like to experience, help them achieve their full potential. To eliminate barriers to access, promote and encourage engagement in all area’s of Inspire Youth Zone. Advocate for Inclusion and inclusive provision – ensuring staff are on board with delivering a child centred approach to all our activities here at Inspire 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. 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 and Wolverhampton.

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 £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 climbing wall.

**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
* 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 work directly with children and young people to plan, lead and deliver safe, fun and structured sessions within the Youth Zone which are progressive and reflect the needs of young people
* To confidently manage and establish positive relationships with groups of children and young people
* To complete all monitoring information required for impact measures, to encourage feedback from young people taking part in activities, and to share this with the staff team regularly
* To work with young people from a range of backgrounds and with a range of needs
* Effectively communicate at all levels, orally and in writing
* To work alongside other team members and provide guidance and support to young leaders and volunteers
* To attend regular training and development sessions and events where required
* To contribute towards the Youth Zones wider programme of arts, sport and targeted activity
* To encourage attendance and participation in a range of activities particularly by young people who do not usually participate
* To maintain current knowledge of relevant national and local programmes, initiatives, policies and practices
* To promote cultural cohesion and inclusion and proactively challenge any prejudice and discrimination
* Organise and oversee member & parent/carer inductions in a timely manner – capturing important information about our members.
* Ensure the relevant paper work is completed at the induction and the information that is obtained is stored and shared accordingly. This includes obtaining a photograph of each child.
* Ensure parents are made aware of our policy and procedures around inclusion, medication, behaviour and Data Protection.
* Build relationships with both child and parents – become the nominated key worker to every child you induct.
* Based on information obtained at the Induction – devise attendance plans for every individual child.
* Work closely with the reception team to ensure information about members is shared correctly and updated regularly.
* Regularly monitor and update member’s information – on Salesforce & hardcopies.
* Communicate with relevant duty managers and staff to introduce new members and inform them of important and relevant information on the member or any updates / changes to existing information
* Sign in medication and ensure that the medication is stored away correctly
* Attend briefing with an up to date list and photographs of children attending that day – sharing relevant and important information to ensure staff are aware of what adaptions they may need to make.
* Meet and greet children as they access the centre – ensuring to communicate with parents/carers for any relevant & recent information.
* Liaise with reception every session to establish which members are present on session – keep a record of these to assist with monitoring and evaluation.
* Devise individual activity programmes for members that you and we identify as needing a more structured session. Share these plans at briefing so staff can reserve spaces where applicable. Each child will be shown their activity card for the session as they arrive.
* Record sessional observations for children you support – these can be shared with parents/carers when their child is collected. These also need sharing with the Duty Manager.
* Report incidents of negative behaviour to the duty managers/ session Leaders – liaise to discuss appropriate action for each incident.
* Represent Inspire Youth Zone at Onside Inclusion meetings
* Carry out any other reasonable duties as requested by manager

**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 and / or young people aged 13-21 | 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 Youth Work Qualification | 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 |

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

**NAME 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.