## Role Profile

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| **Job title** | Senior Club Co-ordinator | **Salary:** | £23,000 - £26,000 |
| **Reporting to:** | Youth Work Manager | **Holidays:** | 33 days including bank holidays |
| **Location:** | Inspire Youth Zone | **Hours:** | 40 hours per week (to include evenings & weekends) |
| **Key Relationships:**  **Responsible for:** | Youth Zone staff, young people, volunteers, parents, key partners  Senior Club Recreational area, Music, Targeted & Performing arts. | | |

**Job Purpose:**

To take lead responsibility for the delivery of the youth work programme at Inspire Youth Zone, ensuring all young people accessing the Youth Zone have access to a fun, creative, active and developmental programme. You will provide direct line management, leadership and support to the youth work delivery team including paid staff and volunteers. As a lead member of the delivery team you will work across all Youth Zone sessions and will have lead responsibility for the Senior Club offer to 13 - 19 year olds (up to 25 with a disability) ensuring this is a high-quality offer focused on the needs of young people and in line with Inspire’s aspirations to provide young people with the best possible experiences and opportunities. You will be responsible for the continuous improvement of the delivery and inputting towards the strategic delivery plan for Inspire.

**Context of the post:**

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, 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.
* 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 lead on the development, implementation and review of the senior club offer by:
  + Coordinating input and ownership from the wider staff team and young people 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 senior club, achieving and exceeding KPI’s set by the Board, Chief Executive and Youth Work Manager 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.
  + To ensure compliance with safe working practices
* To ensure the offer is well communicated to all young people.
* To manage, induct, train, support and develop a team of part time youth workers and volunteers including working with the Volunteer and Training Manager and supporting CPD and opportunities for accredited and recorded learning.
* To motivate, encourage and support young people to participate fully in sessions.
* To manage the Senior Club budget and other resources effectively to maximise the benefits to young people.
* To support the Youth Zone promotional and outreach plan working in the community both with partners and directly with young people.
* To work with the Youth Zone staff to identify opportunities and funding for additional opportunities and experiences for young people.
* To take a lead role in ensuring the safeguarding of young people by:
  + ensuring that you fully understand and implement all of the roles and responsibilities in relation to Safeguarding Children and Young People.
  + ensuring that staff and volunteers maintain safeguarding standards and contribute toward the safeguarding strategy at Inspire, in particular by ensuring safeguarding issues and themes facing young people are raised and addressed.
  + attending and contributing towards safeguarding meetings and strategies
* To develop effective joint working with schools and other agencies to ensure a holistic approach in service delivery including representing the Youth Zone at meetings with partner agencies.
* As a key holder, to take responsibility for the close down and opening up of the Youth Zone as required.
* To support across the whole Youth Zone offer as required which takes place every evening, weekend and during school holidays and will occasionally include residential work.
* Carry out any other reasonable duties as requested by management.
* Commit to a minimum of 50% face to face delivery time – or more depending on the needs of the community.
* 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** |
| Over 4 years’ experience of working with young people aged 8 to 19 (25 with disabilities) in a range of settings | Essential | A & I |
| Proven experience of engaging vulnerable, disengaged or hard to reach young people | Essential | A & I |
| Experience of youth 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 |
| Experience of working with young people with additional needs | Desirable | A & I |
| Experience of monitoring and evaluation processes | Desirable | A & I |
| Experience managing externally funded projects | Desirable | A & I |
| Experience providing information, advice, guidance and support to young people | Desirable | 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 qualification at level 4 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 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 | Desirable | 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**