## Role Profile

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| **Job title** | **Young Enterprise Lead Youth Worker** | **Salary:** | £7.50 - £9.00 per hour  **9 Month Fixed Term Contract** |
| **Reporting to:** | Junior Club Coordinator | **Holidays:** | 33 days including bank holidays pro rota |
| **Location:** | Inspire Youth Zone - Chorley | **Hours:** | **8 hours per week** |
| **Key Relationships:** | Youth Zone Coordinators, young people, volunteers, parents, key partners, local businesses | | |

**Job Purpose:**

Delivery of Inspire Youth Zone’s Young Enterprise offer ensuring all young people have access to exciting enterprise projects. Engaging right across the board of our junior and senior club offer.

**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 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 £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 media suites.

**Duties and Responsibilities**

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| **C:\Users\rpowell\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\D37B3891.tmp** | **One Team** You will help to inspire and champion strong teamwork amongst the young people as well as working collaboratively with the Centre Lead (CL) to maximise the young people’s experience. |
| **C:\Users\rpowell\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\4B7DD9C7.tmp** | **Unlocking Potential**  You will play a key role as a Developer in identifying and unlocking the potential of the young people, by acting as an inspirer, expert, navigator, connector and champion. |
| **C:\Users\rpowell\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\94F9AE6D.tmp** | **Creating Great Impact** You will have a memorable impact on the young people and be a key part of their development and path to career success. You will support the young people to understand their strengths and areas for development which will give them an advantage for success in the world of work. |
| **C:\Users\rpowell\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\674B803.tmp** | **Enterprising and Resilient** As a champion, you will provide young people support to achieve their goals through mentoring. You will help them to embrace change, be innovative and respond effectively to the challenges they encounter. |

**You will also**

* Lead on the Youth Zone’s Enterprise programme and offer, in particularly the annual Young Enterprise National competition
* Promoting the uptake of Young Enterprise Company Programme by recruiting students to take part in the programme
* Support the administration of the Programme using YE online system – keeping it up to date
* Support the Business Advisers during the weekly young enterprise sessions
* Organise and facilitate trading opportunities for the young people

**Duties and Responsibilities - General**

* Be a role model for young people and present a positive “**can do**” attitude
* Take personal responsibility for own actions.
* 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.
* The role is evenings and weekends.
* This role is face to face delivery with young people.
* Carry out any other reasonable duties as requested by management.
* Safeguarding young people is paramount.

**Person Specification**

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| **Selection Criteria\***  A = Application Form I = Interview T = Test/Personality Profile | **Selection Criteria\*** | **Selection Criteria\*** |
| **Experience** |  |  |
| Proven experience of working with young people aged 12 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 working in a team and with volunteers | Essential | A & I |
| Experience of youth work and delivering youth work programmes | Essential | A & I |
| Experience of delivering enterprise programmes and workshops to young people | Desirable | A & I |
| Experience of work with those with disabilities and additional needs | Desirable | A & I |
| Experience of dealing with safeguarding issues within a multi-agency setting | Desirable | A & I |
| **Skills** |  |  |
| Excellent written and verbal communication | Essential | A & I |
| Ability to coach, encourage, motivate and provide reliable support to children and young people | Essential | A & I |
| Ability to work with groups of young people | 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 and work creativity | Essential | A & I |
| IT literate | Essential | A & I |
| **Knowledge** |  |  |
| Knowledge of the issues affecting young people | Essential | A & I |
| Understanding of the principles of working with children and young people | Essential | A & I |
| Knowledge of recruitment and selection process | Desirable | A & I |
| Knowledge of health and safety, diversity awareness and safeguarding best practice and how these relate to children and young people | Desirable | A & I |
| **Educational / Vocational Qualifications** |  |  |
| Level 2 in Youth Work or above. | Desirable | A |
| **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 meetings and events both in the region and beyond | Essential | 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.