

WEST

An **OnSide** Youth Zone

Where Everyone Sticks Together

ROLE PROFILE RECREATION AREA & HOLIDAY CLUB MANAGER



ROLE PROFILE

POST:

Recreation Area and Holiday Club Manager

SALARY:

£27,000-30,000 (dependent upon experience)

LOCATION:

Hammersmith & Fulham Youth Zone. Once the Youth Zone is open your place of work will be there. In the months prior to the Youth Zone opening (which is estimated to be at the end of 2023) you will be contracted to work in an office opposite the Youth Zone's site in Scale Space, White City.

REPORTING TO:

Head of Youth Work

CONTRACT:

Permanent: 37.5 hours per week (including evenings and weekends)

BENEFITS:

33 days holiday inclusive of bank holidays; workplace pension; free gym access (once WEST has opened); access to OnSide's Talent Academy; bespoke training and mentoring.

The strength of OnSide comes from the diversity of the people within our vibrant network. We are proud that our Youth Zone teams reflect the communities they serve, and we value people working together from a range of different backgrounds, locally and nationally, and with different experiences, all with a shared passion for boosting the aspirations of young people across the country. Diversity brings innovation, fresh ideas and creativity, and we actively strive to create a culture that is truly inclusive and fair for all and where everyone in the team can be themselves and thrive.

THE ROLE

To manage WEST Youth Zone's open access recreational area during term time, and the Youth Zone's Holiday Club which runs all day, Monday to Friday during school holidays.

The 'Rec' is at the very heart of the Youth Zone, where every young person enters and spends time in at some point during every visit. This role will be responsible for creating a space that is warm, welcoming, active, full of life and challenge. Our Holiday Clubs give young people a place to go when they're on school holidays. This post holder will be responsible for creating a lively, dynamic, inspired and fun-loving 'rec' environment for all young people aged 8-19 (up to 25 for those with additional needs) year-round. During Holiday Club they will be responsible for coordinating an exciting offer across the youth zone and acting as 'session lead'.

FIRST 12 MONTHS

In the first 12 months, you will have:

- Supported the Youth Zone to achieve 1000 visits by young people a week, inspired by the continually changing & vibrant offer
- Collaborated with the delivery team to ensure a vibrant & engaging programme is in place every session, planned 3 months in advance with input & cocreation with young people.
- Grown, recruited, developed & led the sessional delivery team to provide a supportive, safe, inclusive, and ambitious environment.
- Have developed strong local partnerships which result in direct benefit to the borough's young people.
- Introduced the OnSide evaluation framework alongside young people's feedback to enhance the quality of the support given to help young people's progression.
- Ensure volunteer & young leaders are well managed and supported.
- Delivered holiday clubs engaging 80 young people a session
- Plan & promote for holiday project delivered 13 weeks of the year



KEY RESPONSIBILITIES

- To manage the recreation area at WEST Youth Zone including appropriate outdoor areas
- Plan a programme of activities to deliver a holiday scheme for out of term time for 13 weeks a year
- To work directly with children and young people to develop their social skills and build their confidence by delivering programmes of activities and services
- To provide line management support for a small team year round, and a larger team of 'seasonal' holiday club workers (support and training will be provided)
- To become one of a team of named Designated Safeguarding Leads, taking safeguarding responsibility for the session on which you are managing (further training is provided)
- As a line manager, approve, and confirm the hours staff have worked on each session via our electronic payroll system (training is provided)
- Think outside of the box when it comes to planning and delivering a vibrant programme of activities in the recreation area as this is the heart of both Senior & Junior sessions
- To have great energy to establish positive relationships with young people and the wider youth work team and visitors to the Youth Zone
- To respond to the needs of the young people through activities in the recreation area
- To support and motivate staff and volunteers working in the recreation area
- Ensure there are solid boundaries in place and high level of good behaviour is maintained
- 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 the participation of young people in activities and that their ideas contribute fully in the delivery and evaluation of activities
- The role requires occasionally session leading and locking up of the Youth Zone to cover for Senior and Junior Club Leads. This will be scheduled by your Line Manager and you will be assigned another member of staff to assist
- Manage, induct, train, support and develop a team of part time youth workers, play workers and volunteers to contribute to the programme development and delivery
- To motivate, encourage and support young people to participate fully in sessions
- To manage resources effectively to maximise the benefits to young people
- To develop effective joint working with schools and other agencies to ensure a holistic approach in service delivery to young people including representing the Youth Zone at meetings with partner agencies
- To work with the Youth Zone staff to identify opportunities and funding for additional opportunities and experiences for young people
- 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 policies, procedures, and practice
- 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
- Be a role model for young people and present a positive "can do" attitude
- To assist with any promotional activities and visits that take place at the Youth Zone, positively contributing towards increasing Youth Zone membership
- To deputise for the Head of Youth Work as required & carry out any other reasonable duties as requested by the Senior Leadership Team
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WEST YOUTH ZONE

Hammersmith & Fulham is a neighbourhood of wide disparities, with an acute need for youth services. The north of the borough comprises many neighbourhoods in the 20% most deprived neighbourhoods in the UK, whereas in the south, many are in the least deprived. This vast difference between those living in different parts of our borough is hugely unfair and can lead to radically different life outcomes. WEST Youth Zone is a vital provision that will make a huge difference to the lives of young people, and to the whole borough, levelling the playing field for our young people.

Construction of Hammersmith & Fulham's Youth Zone, named "WEST" by local young people, is due to be completed at the end of 2023 and open in spring 2024 as the fourth OnSide Youth Zone in London. At WEST, we believe all young people in Hammersmith & Fulham should have the opportunity to discover their passion and their purpose. To find out what they've got and where it could take them. Our Youth Zone will be a purpose-built space fizzing with energy and crammed with incredible facilities. It will be staffed by skilled and dedicated youth workers who truly believe in young people in the city – helping them see what they could achieve, and giving them the skills, confidence and ambition to go for it.

Once open, we will deliver life-changing support to help thousands of young people from a diverse range of backgrounds to thrive.

Open 37 hours a week, 7 days a week, while schools are closed - that's evenings and weekends, plus all through the school holidays. We will offer a safe and active space for young people to flourish in their leisure time, where their interests can be nurtured, and they can grow as Individuals. Averaging 1,000 visits per week this is a charity that the whole community can be proud of, and you can be part of that journey.

Entry will be just 50p each visit and annual membership £5 which will give a young person access to over 20 activities per night. In addition to our open-access provision we will run targeted projects that bring specific outcomes to some of those most in need of additional support and interventions.

WEST Youth Zone will operate a proven OnSide model of youth service provision that is aligned to community needs and supported by cross-sector funding.

We give 8–19 year-olds, (and up to 25 for young people with additional needs) affordable access to a broad range of sport, arts and employability services, designed to empower them to lead healthier, positive and more active lives – raising their aspirations for themselves and their community.

The split of age groups are:
Juniors 8-12 year olds
Seniors 13+

The facilities will be second to none, delivering sporting, artistic, cultural and general recreational activities each session. The outstanding quality of the facilities is a concrete demonstration of the belief that the young people of our community deserve the best.

ABOUT ONSIDE

Potential is everywhere. In every home on every street, from affluent suburbs to inner-city estates. The difference is that some young people get every opportunity to explore their potential. Others don't.

It's about opportunity.

OnSide is a national charity that believes all young people should have the opportunity to discover their passion and their purpose. To find out what they've got and where it could take them.

OnSide funds and builds state-of-the-art, multimillion-pound Youth Zones in the country's most economically disadvantaged areas. They train the amazing people that run them. And they offer continuing support via the nationwide OnSide Network of 14 Youth Zones (and growing), where colleagues can learn and grow, share their stories, and celebrate their success together.

This is passionate, properly funded youth provision, with no ifs or buts. A unique partnership between young people and their community, local authorities and private business leadership, and a growing movement of supporters who believe that how we treat the next generation defines who we are as a society.

Because when we really invest in young people, we all benefit – from who they are now, everything they might become and achieve, and everyone they might touch and inspire.

All they need is the chance to shine – an environment where they can be their best selves – and you just watch them go.

PERSON SPECIFICATION

Applicants will be expected to demonstrate the following experience, skills, knowledge and attributes.

SELECTION CRITERIA	REQUIREMENT
EXPERIENCE	
Proven experience of working with young people aged 8 plus in youth or play work settings	Essential
Proven experience of engaging vulnerable, disengaged or hard to reach young people	Essential
Experience of leading and managing a team, including volunteers	Essential
Experience of dealing with safeguarding issues within a multi-agency setting	Essential
Organising and delivering a programme of youth work / play-work activities in an open access setting	Essential
Experience of working with those with disabilities	Desirable
Experience of monitoring and evaluation processes	Desirable
Experience managing externally funded projects	Desirable
SKILLS, KNOWLEDGE AND ATTRIBUTES	
Excellent communication skills to deliver activity programmes to a wide range of young people	Essential
Ability to motivate and engage staff, volunteers and young people through sessional work	Essential
Strong commitment to young people and ability to engage and build positive relationships with disengaged young people	Essential
Ability to establish good professional relationships with young people, adults and partner agencies/organisations	Essential
Ability to manage and organise several tasks at a time	Essential
Ability to take initiative	Essential
IT literate	Essential
Understanding of youth work theory and practice	Essential
An understanding of safeguarding and current policies/initiatives	Essential
A wide ranging "toolbox" of youth work/play work resources and activities to impart to the delivery team	Desirable
QUALIFICATIONS	
Evidence of ongoing professional development (for example Safeguarding, Health & Safety, Management)	Essential
A professional youth work and or play-work qualification	Desirable
SPECIAL REQUIREMENTS	
A willingness to work unsociable hours	Essential
A willingness to cover events, holidays and staff absence	Essential
Committed to Safeguarding children	Essential

GENERAL INFORMATION

The normal hours of work are 37.5 per week, or those necessary to fulfil the requirements of the position. There will be a requirement to work outside the normal 9 to 5, Monday to Friday, working week, including frequent evenings and weekends. This will mean working flexibly across the week, to suit the needs of both the role and the individual.

APPLICATION PROCESS

To apply, please:

1. Complete an application form and return to recruitment@westyouthzone.org or apply via the website [Vacancies - West Youth Zone](#)
2. Please provide the following information:
 - Confirmation you are eligible to work in the UK (the successful candidate will be required to provide documentary evidence before an offer of employment is made);
 - Any reasonable adjustments we can make to assist you in your application or the selection process.

In accordance with our Child Protection and Safeguarding procedures, this position requires an Enhanced DBS check.

Closing date for applications:

9am, Friday 29th September

First stage interviews:

9th of October

Second stage interviews:

11th October



OUR VALUES



YOUNG PEOPLE FIRST

Young people are at the heart of everything we do, inspiring and challenging us to deliver services that exceed their needs and challenge them to be the best they can be.

EXCELLENCE

We encourage ourselves and each other to be the best we can be through continuous learning and improvement, and a focus on finding solutions.



RESPECT

We act with honesty and integrity, celebrating diversity across the whole organisation and caring about each other, our young people and the Youth Zone environment.



AMBITION

We are passionate and driven in taking on new challenges, embracing new ideas and exceeding our ambitions for young people, the Youth Zones and our local communities.

COLLABORATION

We create and nurture strong, creative partnerships, working together to achieve better results and outcomes for young people.





PROVEN IMPACT



GIVE YOUNG PEOPLE A SAFE EXCITING PLACE TO GO TO HAVE FUN,
BUILD THEIR SOCIAL NETWORKS AND SUPPORT THEIR PERSONAL DEVELOPMENT



HELP YOUNG PEOPLE LEAD HEALTHIER, HAPPIER LIVES

