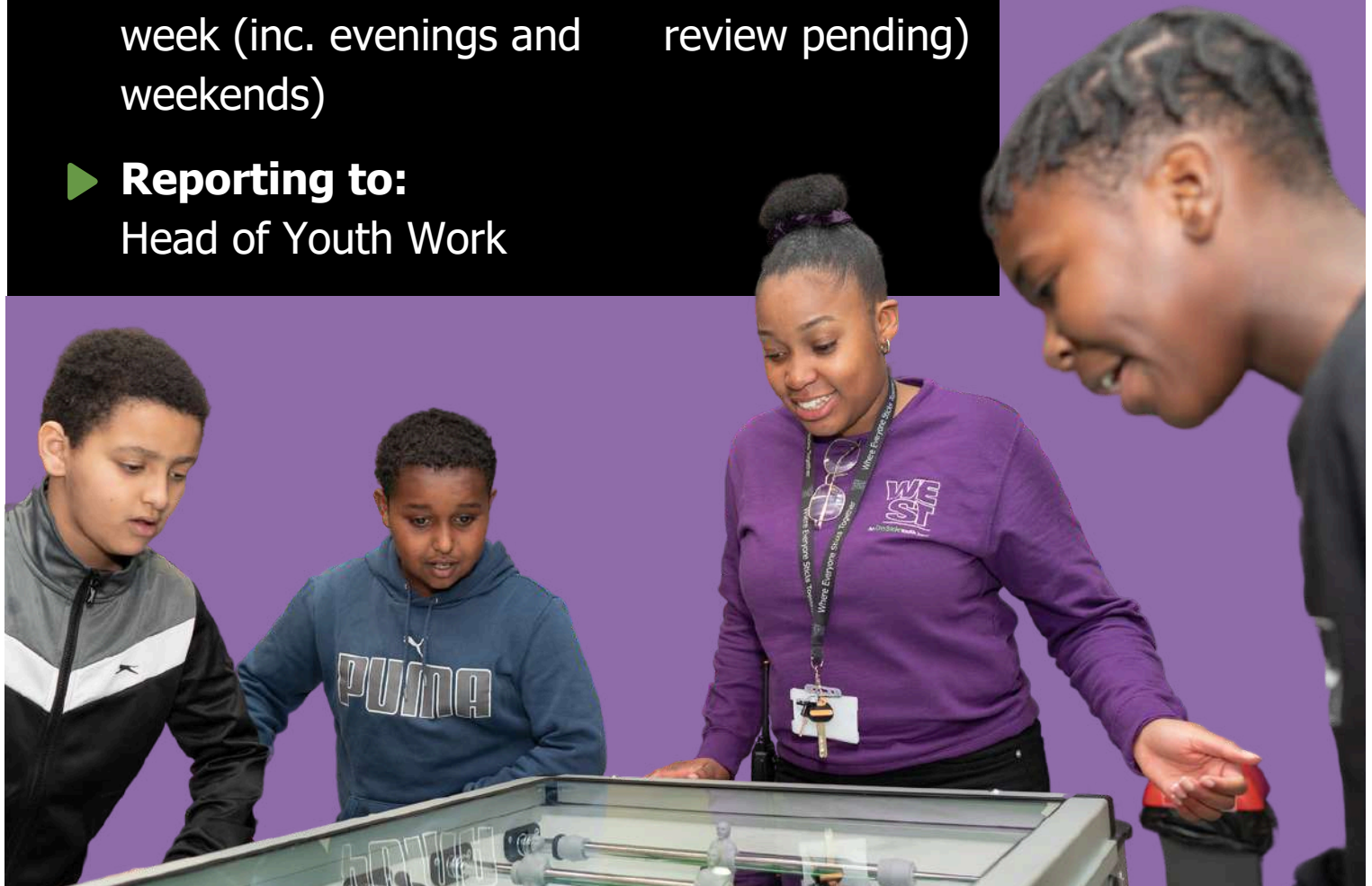


# Where Everyone Sticks Together

WE  
ST

An OnSide Youth Zone

- ▶ **Job Role:** Inclusion Coordinator
- ▶ **Location:** WEST Youth Zone, 2 EdCity Walk, London W12 7TF
- ▶ **Contract:** Permanent, Full-time, 37.5 hours per week (inc. evenings and weekends)
- ▶ **Salary:** £27,500 (pay review pending)
- ▶ **Reporting to:** Head of Youth Work





OPENED APRIL  
2024

£5

£5 ANNUAL  
MEMBERSHIP



50P ENTRY

£1

BITE CITY HOT  
MEAL

2000+

OVER 2000  
MEMBERS

# ABOUT WEST

Hammersmith & Fulham (H&F) is a London Borough of wide disparities, with an acute need for youth services. This vast difference between those living in different parts of our borough can lead to radically different life outcomes. **WEST Youth Zone is a vital provision** that will make a huge impact on the lives of young people, and on the whole borough, levelling the playing field for our young people.

“WEST” Youth Zone, named **Where Everyone Sticks Together** by local young people, opened on April this year. At WEST, we believe all young people in West London should have the opportunity to discover their passion and their purpose and be able to explore where it can take them.

Our Youth Zone is a purpose-built space fizzing with energy and crammed with incredible facilities. **Staffed by talented, skilled and dedicated youth workers** who truly believe in young people, helping them see what they could achieve, and giving them the skills, confidence and ambition to go for it.

Open 7 days a week, while schools are closed - that's evenings and weekends, plus all through the school holidays. We 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. This is a charity that the whole community can be proud of, and you can be part of that journey.

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



# THE ROLE

Our Coordinators are crucial members of our delivery team, responsible for an exciting programme of activities for their given area. We want to make sure that we have an exciting offer for young people aged 8 to 19 (up to 25 for those with additional needs), at WEST youth zone.

Our Inclusion Coordinator will design and deliver creative arts activities for young people, overseeing the programmes for the Sensory Room and Duty Management of our Sunday Beyond Session. As well as this, they will provide line management support, coaching and development for arts sessional workers in their areas. This role requires a minimum of 55% of working hours spent face to face with young people.

## **In the first 6 months, you will have:**

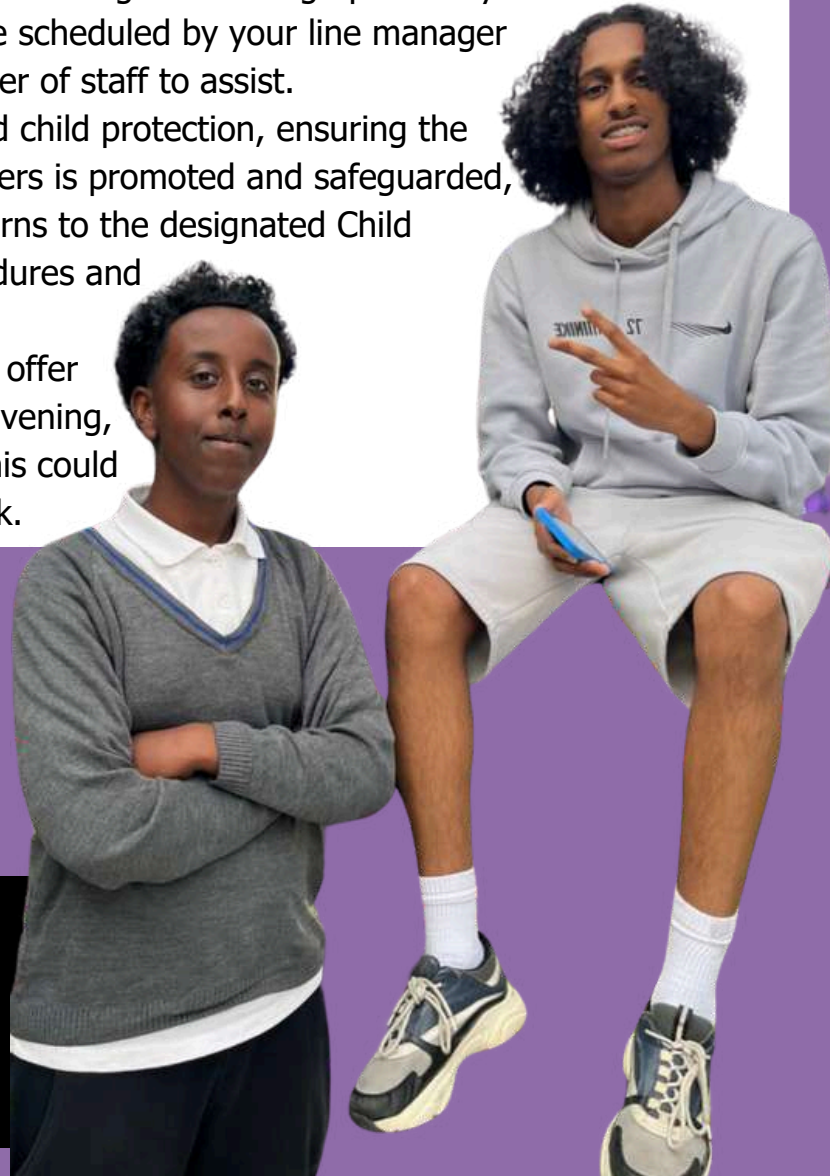
- Supported the Youth Zone to achieve 1000 visits by young people a week, inspired by the continually changing & vibrant offer.
- Collaborate with the delivery team to ensure a vibrant & engaging programme is in place every session, planned 3 months in advance with input & co-creation with young people.
- Grown, recruited, developed & led the sessional inclusion youth work team to provide a supportive, safe, inclusive, and ambitious environment.
- Have developed strong local SEN/D 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.
- Created progression pathways for young people to build on our 'practice, perfect and perform' model.
- Ensure volunteer & young leaders are well managed and supported.
- Helped to deliver an engaging Beyond session with up to 60 young people attending per session.
- Ensuring that our members that are recognised as having an additional needs are supported with our "All About Me" forms.

# CORE RESPONSIBILITIES

- To plan, coordinate and deliver a comprehensive Inclusion programme for young people aged 8 to 19 (up to 25 with addition needs), helping to build their confidence, social skills and improve their overall wellbeing.
- To ensure that the Inclusion programme is high quality and meets the need/wants of young people in the area.
- To ensure that the Inclusion programme contributes to the wider youth work agenda, supporting the development of young people.
- To motivate, encourage and support young people to participate fully in their sessions.
- To ensure all Inclusion staff and volunteers are equipped with a wide range of recourses and activities to engage, develop and inform young people.
- To identify relevant issues or areas of development for young people and ensure that these are targeted in the Inclusion programme.

## CORE RESPONSIBILITIES CONT.

- To maintain a comprehensive and detailed up-to-date inventory of all equipment owned and/or used by their team.
- To ensure all Inclusion focused activities delivery are safe and complies with WEST's Youth Zone's policies.
- To organise special events, challenges and projects within their area regularly.
- To ensure that young people and their ideas contribute fully to the planning and delivery of all activities within the youth zone.
- To support the youth zone promotional plan and work in the community to attract young people.
- To manage, induct, train, support and develop a team of part-time youth workers and volunteers, working with the Volunteer Coordinator, other delivery Coordinators, Club Managers and Head of Youth Work to support CPD.
- To monitor, record and evaluate the Inclusion programme and provide reports and information as required in order to ensure a consistently high-quality youth work provision and demonstrate the impact of the youth zone.
- To manage and monitor the budget allocated to the Inclusion programme effectively and efficiently.
- To network with local appropriate organisation and community providers/other partner organisations to develop joint working programmes.
- This role could include occasional session leading and locking up of the youth zone to cover for the Club Managers. This will be scheduled by your line manager and you will be assigned another member of staff to assist.
- 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.
- To support across the whole youth zone offer as required. Sessions take place every evening, weekend and during school holidays. This could also occasionally include residential work.



PUNCTUAL &  
RELIABLE



ENTHUSIASTIC &  
CHEERFUL



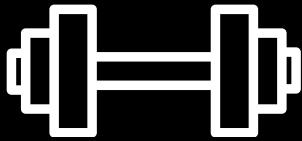
POSITIVE ROLE  
MODEL TO  
YOUNG PEOPLE

## CORE RESPONSIBILITIES CONT.

- To support across the whole youth zone offer as required. Sessions take place every evening, weekend and during school holidays. This could also occasionally include residential work.
- 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 deputise for the Club Managers as required and carry out any other reasonable duties as requested by the Senior Leadership Team.

<b>SELECTION CRITERIA</b>	<b>REQUIREMENT</b>
<b>EXPERIENCE</b>	
Experience of delivering SEND activities to young people in-line with relevant guidance and good practice.	Essential
Proven experience of working with young people aged 8 to 19 (up to 25 for those with additional needs) in a range of settings.	Essential
Proven experience of engaging vulnerable, disengaged or hard to reach young people in activities.	Essential
Experience of managing a staff team, ideally including volunteers.	Essential
Experience of monitoring and evaluation processes.	Desirable
Experience working in partnership with external agencies.	Desirable
Experience managing externally funded projects.	Desirable
<b>SKILLS, KNOWLEDGE AND ATTRIBUTES</b>	
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 youth work.	Essential
Strong commitment to young people and ability to engage and build positive relationships with disengaged young people.	Essential
Ability to plan and deliver Inclusive activities for young people, such as performances, exhibitions and celebrations for young people.	Essential
Ability to coach and develop groups of young people.	Essential
Ability to officiate and lead a range of SEND activities/projects.	Essential
Ability to manage and organise several tasks at a time.	Essential
Ability to take initiative as part of a team, and lead a team.	Essential
Knowledge of the issues affecting young people and an ability to work with challenging behaviour and complex needs.	Essential
IT Literate	Essential

## BENEFITS



FREE GYM ACCESS



DIVERSE TEAM



WORKPLACE PENSION



33 DAYS LEAVE  
(INCLUSIVE OF  
BANK HOLS)



TRAINING AND  
DEVELOPMENT  
OPPORTUNITIES

## QUALIFICATIONS

A relevant qualification in SEND or Youth Work	Essential
Evidence of ongoing professional development (for example Safeguarding, health & Safety, Management)	Essential
<b>SPECIAL REQUIREMENTS</b>	
A willingness to work evenings and every Sunday morning.	Essential
A willingness to cover events, holidays and staff absence	Essential
Committed to Safeguarding children	Essential

## APPLICATION PROCESS

- To apply, send your **CV and application form** to [recruitment@westyouthzone.org](mailto:recruitment@westyouthzone.org)
- Interviews will be ongoing and applications will close once an offer of employment is made.
- 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.
- WEST Youth Zone are committed to safeguarding and promoting the welfare of children, young people, and vulnerable groups. This post is subject to an Enhanced DBS check.



# OUR VALUES



An **OnSide** Youth Zone



## 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.

