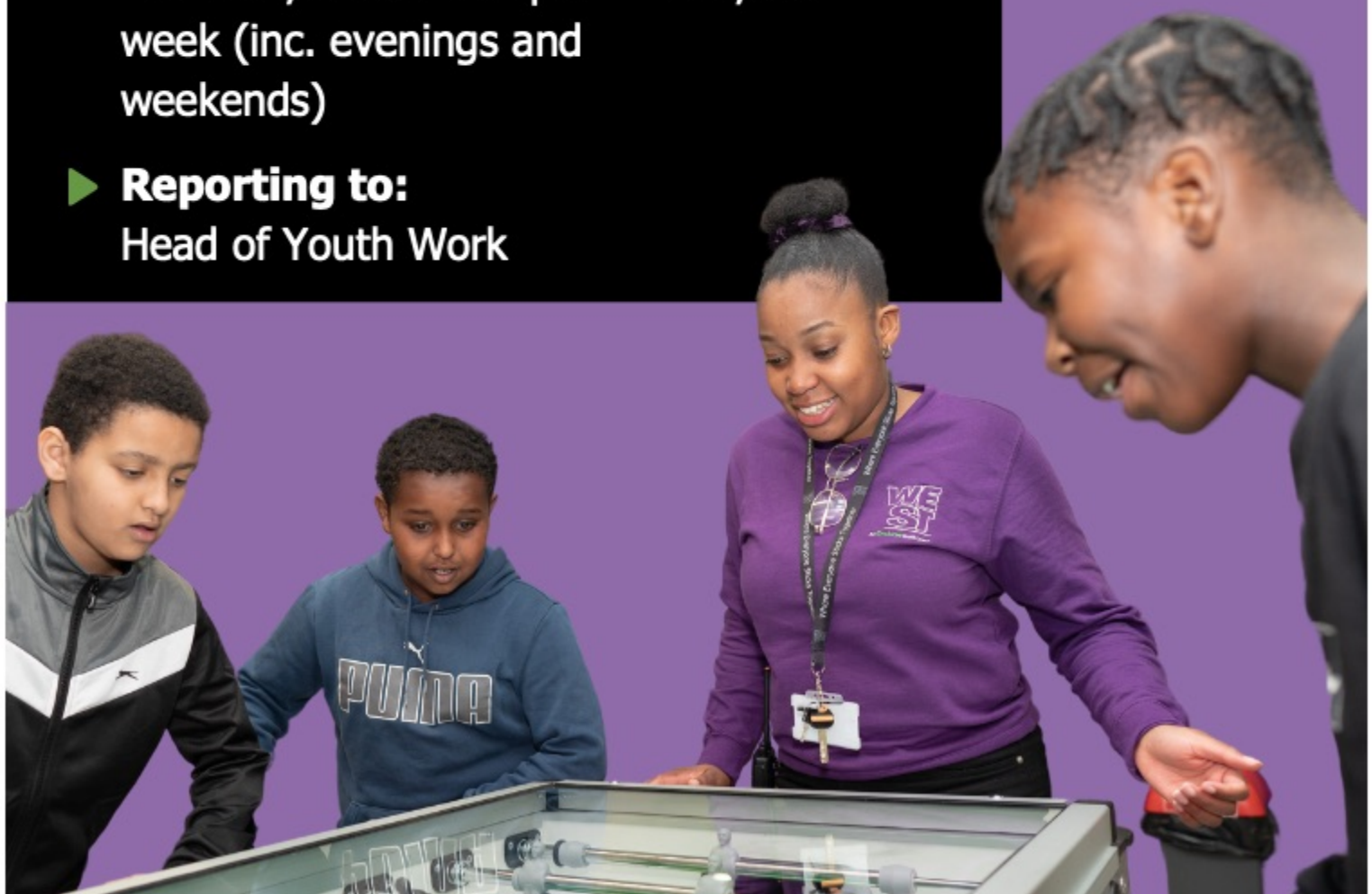


Where Everyone Sticks Together

WEST

An OnSide Youth Zone

- ▶ **Job Role:** Employability 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:** £30,000
- ▶ **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 in 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. As Employability Coordinator, you will work across all Youth Zone sessions and have lead responsibility for:

- The Youth Zone's Employability offer ensuring all young people have access to exciting projects and the opportunity to develop the skills and knowledge to improve their employability. In addition you will run targeted programmes for specific groups of young people who are at particular risk of not being in employment, education, or training.

Ensuring there is a high-quality, creative and fun offer, focussed on the needs of young people and in line with the Youth Zone's aspirations to provide members with the best possible experiences and opportunities. You will have a passion to put young people first.

You will be responsible for the continuous improvement of the delivery and inputting towards the strategic delivery plan for the Youth Zone. This is a fun, exciting and challenging role in a new, growing, and ambitious charity and no two days will be the same.

FIRST 6 MONTHS

In the first 6 months of your role you will have:

- Supported the Youth Zone to achieve 1000 visits by young people a week, and ensured that a wide selection of young people have had accessed the employability programme.
- Collaborated with the team to ensure a vibrant & engaging programme is in place, planned in advance with input & cocreation from young people.
- Recruited, developed & led at least one sessional youth worker to support your area of delivery
- Have developed strong local partnerships which result in direct benefit to young people, including with our corporate partners.
- Evaluated and monitored engagement and outcomes to help measure 'what works', drive improvement, and report to funders
- Ensured volunteers & young leaders are well managed & supported



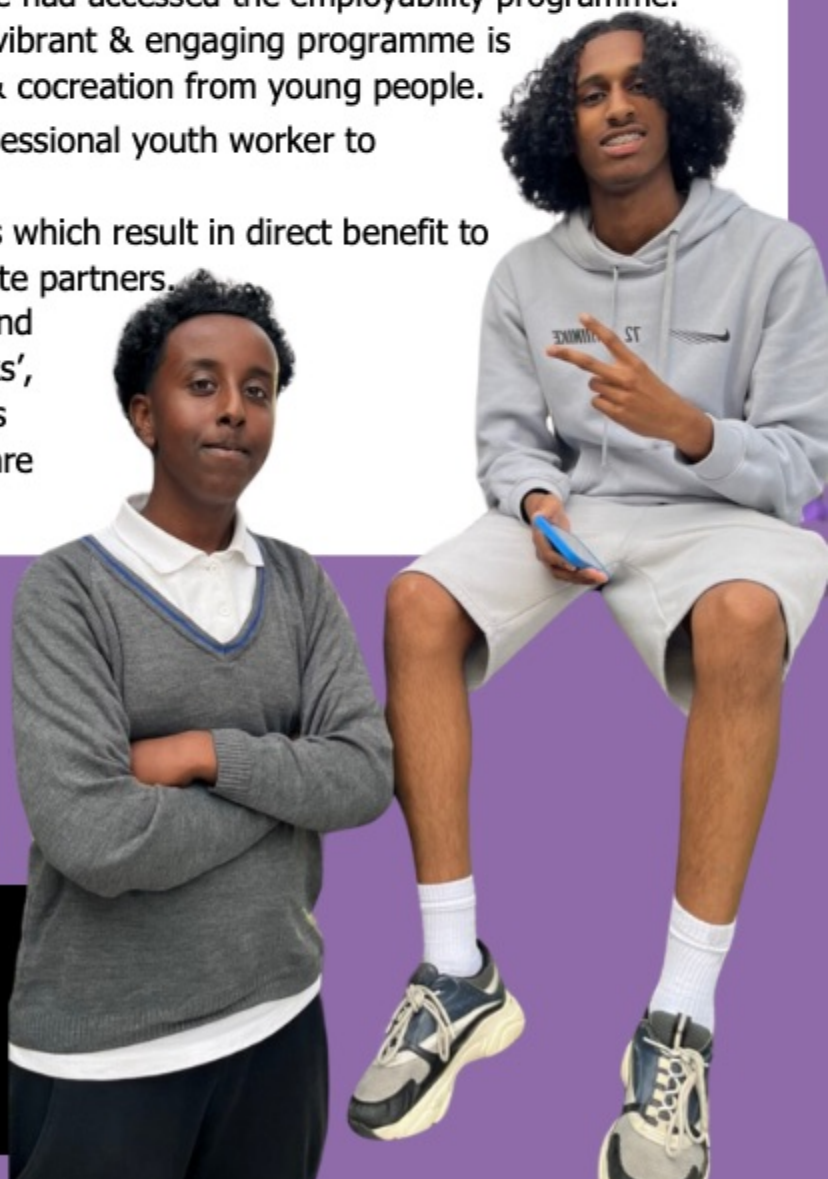
**PUNCTUAL &
RELIABLE**



**ENTHUSIASTIC &
CHEERFUL**



**POSITIVE ROLE
MODEL TO
YOUNG PEOPLE**



KEY RESPONSIBILITIES

Ensure high standards of behaviour are in place so that the Youth Zone is safe for all attendees

Design and delivery of an engaging programme in our Enterprise Room, with support from a sessional youth worker line managed by you

Collaborating with the wider staff team and young people including the Sport, Arts, and Inclusion co-ordinators, and Junior and Senior Club Managers, resulting in a diverse offer

Ensure the offer in the Employability Room stays fresh including a large bank of activities to bring the space to life including workshops, Career Clubs and more.

Ensuring the programme is safe, creative, fun, challenging and contributes toward the growth and development of young people's confidence, social skills, resilience, health and aspiration

Ensuring the programme is varied in nature and the Employability offer reflects the different needs of Junior, Senior, Inclusion and Just for Girls sessions.

Contributing to regular review and evaluation of the programme including capturing the outcomes and positive impact, recording soft and hard outcomes, presenting case studies and celebrating the achievements of young people

Working with the team towards high engagement, achieving and exceeding KPI's set by the Board, Chief Executive and Head of Youth Work and external funders including for example progression into employment and training or the development of employability skills

To ensure that young people and their ideas contribute fully to the planning and delivery of all activities in the Youth Zone

Provide clear hands-on leadership, role modelling and coaching to ensure high standards of delivery are maintained

Manage, induct, train, support and develop at least one part time youth worker and volunteers to contribute to the programme development and delivery and ensure there is an employability offer on every session.

To spend at least 50% of your time 'on session' with young people and motivate, encourage and support young people to participate fully in sessions

To underpin every session with clear structure, planning and purpose

To manage the Employability budget and other resources effectively to maximise the benefits to members

To support the Youth Zone promotional and outreach plan working in the community both with partners and directly with young people

To contribute to effective joint working with schools, corporate partners, and other agencies to ensure a holistic approach in service delivery including occasionally representing the Youth Zone at meetings with partner agencies

To become one of a team of named Designated Safeguarding Leads, (further training is provided)

KEY RESPONSIBILITIES CONTINUED...

As a line manager, approve, and confirm the hours staff have worked on each session via our electronic payroll system (training is provided)
To work with the Youth Zone staff to identify opportunities and funding for additional opportunities and experiences for young people
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 Club Managers as required & carry out any other reasonable duties as requested by the Senior Leadership Team

SELECTION CRITERIA

EXPERIENCE	
Proven experience of working with young people aged 8 plus in youth or playwork settings	Essential
Proven experience of engaging vulnerable, disengaged or hard to reach young people in activities in-line with relevant guidance and good practice.	Essential
Experience of managing a staff team, ideally including volunteers.	Essential
Experience of one or more of the following: monitoring and evaluation processes, working in partnership with external agencies, or 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 youth 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 officiate and lead a range of 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 good safeguarding practice	Essential
Strong computer literacy	Essential

BENEFITS



FREE GYM ACCESS



DIVERSE TEAM



WORKPLACE PENSION



33 DAYS LEAVE
(INCLUSIVE OF
BANK HOLS)



TRAINING AND
DEVELOPMENT
OPPORTUNITIES

QUALIFICATIONS

A relevant qualification or strong demonstrable experience in Youth Work	Essential
Evidence of ongoing professional development (for example Safeguarding, Health & Safety, Management)	Essential
SPECIAL REQUIREMENTS	
A willingness to work evenings and weekends as part of a rota with other coordinators and managers	Essential
A willingness to cover events, holidays and staff absence	Essential
Commitment to safeguarding children	Essential

APPLICATION PROCESS

- To apply, send your **CV and completed application form** to recruitment@westyouthzone.org

Interview process

- 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.

