

Where Everyone Sticks Together

WEST

An OnSide Youth Zone

- ▶ **Job Role:** Female Engagement 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

WEST Youth Zone, named **Where Everyone Sticks Together** by local young people, opened in April 2024 - 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.

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. We are 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.

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. Our 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**.

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. This is a charity that the whole community can be proud of, and **you can be part of that journey**.



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 Female Engagement Coordinator will lead on our Just for Girls session on Sunday afternoons, designing an engaging programme of activities alongside staff and young people. They will also work to engage girls and young women in all other sessions offered by WEST, ensuring the sessions are relevant and fun. They will provide some line management support and development for sessional workers in these areas. This role requires a minimum of 55% of time spent face-to-face working with young people.

IN YOUR 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
- Increased the proportion of girls and young women attending WEST, with a particular focus on our Senior Club
- Explored the reasons for lower female participation in Youth Work and worked creatively to overcome any barriers
- Collaborated with the delivery team to ensure a vibrant & engaging programme is in place every session, planned in advance with input & cocreation with young people.
- Have developed strong local partnerships with external organisations including schools, 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 Just for Girls session with up to 60 young people attending per session

CORE RESPONSIBILITIES

- To plan, coordinate and deliver a comprehensive programme for girls aged 8 to 19 (up to 25 with additional needs), helping to build their confidence, social skills and improve their overall wellbeing
- To ensure that the Just for Girls session is high quality and meets the need/wants of young people in the area
- To ensure that the Girls 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 organise special events, challenges and projects within their area regularly

CORE RESPONSIBILITIES CONT.

- To ensure all staff and volunteers are equipped with a wide range of resources 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 WEST's programme
- 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, including outreach at schools or other community locations
- To manage, support and develop a small team of part-time 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 Female Engagement 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 programme
- To network with local appropriate organisation and community providers/other partner organisations to develop joint working programmes
- 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 & practice
- Comply with policies and procedures, particularly safeguarding, codes of conduct, health and safety and equality and diversity, to ensure all activities are accessible and appropriate
- 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
- To deputise for the Club Managers as required and carry out any other reasonable duties as requested by the Leadership Team
- Be a role model for young people and present a positive 'can do' attitude
- This role will include session leading and locking up of the Youth Zone



**PUNCTUAL &
RELIABLE**



**ENTHUSIASTIC &
CHEERFUL**



**POSITIVE ROLE
MODEL TO
YOUNG PEOPLE**



SELECTION CRITERIA	REQUIREMENT
EXPERIENCE	
Experience of delivering activities to young people in-line with relevant guidance and good practice	Essential
Evidence of working with girls or young women aged 8 to 19 (up to 25 for those with additional needs) in a range of settings	Essential
Evidence of engaging vulnerable, disengaged or hard to reach young people in activities	Essential
Experience of leading or managing a team	Essential
Experience of monitoring and evaluation processes.	Desirable
Experience working in partnership with external agencies.	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 youth work.	Essential
Strong commitment to young people and ability to engage and build positive relationships with disengaged young people.	Essential
Ability to coach and develop groups of young people.	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
QUALIFICATIONS	
A relevant qualification in Youth Work or equivalent experience	Essential
Evidence of ongoing professional development (for example Safeguarding, Health & Safety, Management)	Essential
GCSE or equivalent literacy and numeracy	Essential
SPECIAL REQUIREMENTS	
A willingness to work some evenings and every Sunday afternoon.	Essential
A willingness to cover events, holidays and staff absence	Essential
Committed to safeguarding children	Essential

BENEFITS



FREE GYM ACCESS



DIVERSE TEAM



WORKPLACE PENSION



33 DAYS LEAVE
(INCLUSIVE OF
BANK HOLS)



TRAINING AND
DEVELOPMENT
OPPORTUNITIES

APPLICATION PROCESS

- To apply, send your **application form** or a **CV and supporting statement** to **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 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.

