

# Where Everyone Sticks Together

WE  
ST

An **OnSide** Youth Zone

- ▶ **Job Role:** Deputy Head of Youth Work  
(Targeted & Partnerships)
- ▶ **Location:** WEST Youth Zone, 2 EdCity  
Walk, London W12 7TF
- ▶ **Contract:** 37.5 hours per week
- ▶ **Salary:** £38-42k
- ▶ **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

The Deputy Head of Youth Work (Targeted & Partnerships) is a crucial role sitting within the WEST Youth Zone Delivery Team. Reporting to the Head of Youth Work, you will be responsible for closely supporting the co-ordination, planning and delivery of an exceptional seven day per week youth offer within a state-of-the-art multi-million-pound centre.

Through line management of your team and in collaboration with partners, the successful post holder will ensure that WEST is accessed by all young people who need it the most. You will oversee our community engagement outreach as part of our delivery ensuring WEST continues to have a strong reputation and there remains a good awareness of our offer.

You will also be accountable for ensuring strong evidence of effective performance in line with our vision, mission, values, and strategic objectives and that our team are afforded continuing professional development opportunities. You will need to be a big voice within a large team, owning and demonstrating a strong ethos, commitment, and dedication to improving the lives of children and young people and uniting them to fulfil their full potential. You will be confident in your abilities and able to deputise effectively for our Head of Youth Work as and when required. You will also be a Deputy Designated Safeguarding Officer for WEST.

## CORE RESPONSIBILITIES

- Line management of Female Engagement, Employability, Inclusion Coordinator and Outreach. Ensuring they are highly motivated, creative and are themselves being excellent line managers to sessional staff.
- To ensure that monitoring, evaluation and reporting of all sessions including restricted-funding projects is completed as per the requirements of the funders
- To ensure the quality of the youth work offer across all direct report areas meet the standards of the organisation and supports ambitious attendance targets.
- To develop and maintain relationships and partnerships within West London, exploring areas for joint working where appropriate.
- To manage one off projects, events and promotional activities at WEST.

# CORE RESPONSIBILITIES

## CONTINUED

- To identify suitable restricted-funding projects that will enhance WEST's offer (liaising with the fundraising team where necessary), and to oversee the management of these projects.
- To support, and in some cases manage, targeted projects as and when they come up, including budget management, and ensuring full monitoring and evaluation compliance.
- To ensure that overall programme participation targets are consistently met, for example attendance targets.
- Representing WEST at external events and collaborating with the Head of Youth Work and Communications Manager to ensure WEST's messaging to young people and other stakeholders remains compelling.
- To oversee budget lines of direct reports.
- To work with the Head of Youth Work to prepare rotas that ensure all sessions are properly staffed and led.
- Working alongside the Head of Youth Work to ensure programmes are structured effectively and safely.
- To support the gathering of regular young people's stories within the Youth Zone.
- To lead sessions when required (usually this will be to cover annual leave or other staff absence).
- To produce the required reporting for Trustee and Board Sub-Committee meetings in a timely fashion
- To attend Delivery and team meetings.
- To ensure that the Delivery Team is properly upskilled and to work proactively to nip issues in the bud, working collaboratively with the Staff Training Manager and Head of HR.
- Champion our commitment to Equity, Diversity and Inclusion.
- To deputise for the Head of Youth Work in their absence.
- To carry out any other reasonable duties as requested by the Head of Youth Work



<b>SELECTION CRITERIA</b>	<b>REQUIREMENT</b>
Strong safeguarding and signposting experience	Essential
Proven experience within the youth sector including overcoming barriers to participation.	Essential
Demonstratable experience in successfully project manage programmes including reporting to funders on outcomes.	Essential
Substantial experience in working with young people.	Essential
Project management experience including project design, coordination of logistics, coordination of project staff, monitoring and evaluation	Essential
Experience of working with/mentoring a team of volunteers	Essential
Experience of line management	Essential
Strong communication skills both verbal and written for a variety of audiences.	Essential
Ability to organise and manage multiple deadlines.	Essential
Enhanced DBS check	Essential



**PUNCTUAL &  
RELIABLE**



**ENTHUSIASTIC &  
CHEERFUL**



**POSITIVE ROLE  
MODEL TO  
YOUNG PEOPLE**

## BENEFITS



FREE GYM ACCESS



DIVERSE TEAM



WORKPLACE PENSION



33 DAYS LEAVE  
(PRO-RATA)



TRAINING AND  
DEVELOPMENT  
OPPORTUNITIES

## 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.
- 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.

