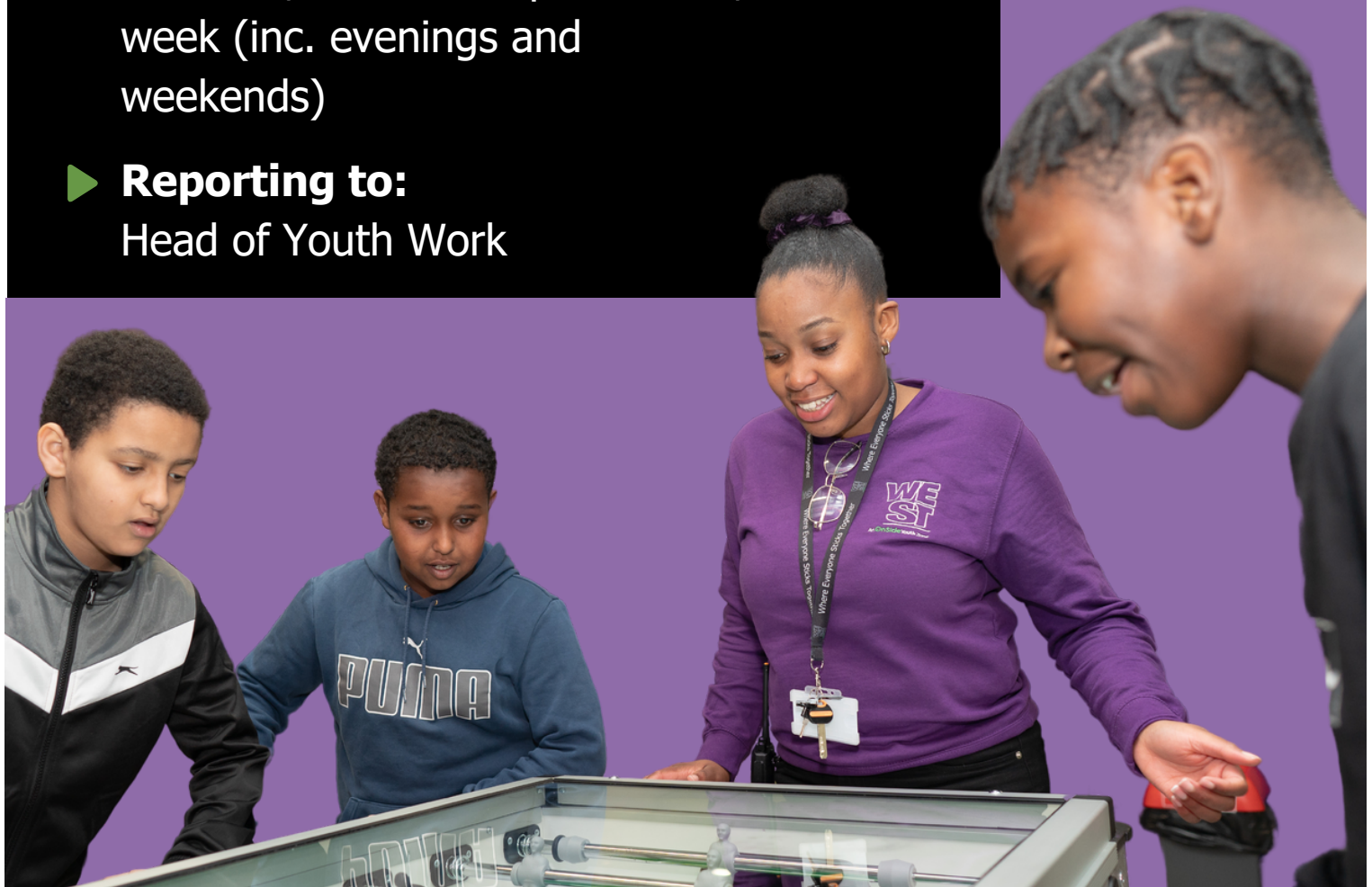


Where Everyone Sticks Together



An **OnSide** Youth Zone

- ▶ **Role:** Pathways & Employability Manager
- ▶ **Location:** WEST Youth Zone, 2 EdCity Walk, London W12 7TF
- ▶ **Contract:** Permanent, Full-time, 37.5 hours per week (inc. evenings and weekends)
- ▶ **Salary:** £36,421
- ▶ **Reporting to:** Head of Youth Work

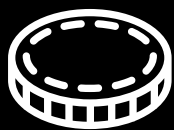




OPENED APRIL
2024

£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. It is staffed by talented, skilled and dedicated youth workers who truly believe in young people, helping them see what they can 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 purpose, and explore where it can take them. We are open seven days a week when schools are closed – evenings, weekends and throughout the school holidays. We offer a safe, active space where young people can flourish in their leisure time, nurture their interests and grow as individuals.

Hammersmith & Fulham (H&F) is a London borough of stark contrasts, with an acute need for youth services. The gap between those living in different parts of the borough can lead to vastly different life outcomes. Our Youth Zone is a vital resource that will have a huge impact on the lives of young people and the wider community, **levelling the playing field for the next generation**.

We give 8 to 19-year-olds (and up to 25-year-olds with additional needs) affordable access to a broad range of sports, arts, mental health support and employability services. These opportunities are designed to empower young people to lead healthier, more positive and active lives, while raising their aspirations for themselves and their community. This is a charity the whole community can be proud of – and **you can be part of that journey**.



THE ROLE

- As our Pathways & Employability Manager, you will play a key role in helping young people explore their futures, develop confidence and transferable skills, and access meaningful opportunities that support their aspirations.
- You will work directly with young people aged 11–19 (and up to 25 for young people with additional needs), creating a welcoming environment where they feel supported, challenged and inspired to achieve their potential.
- Through mentoring, targeted support and engaging programmes, you will help young people identify their strengths, overcome barriers and take positive next steps towards education, training, employment and wider life goals.
- We are looking for someone who can build trusted one-to-one relationships with young people as well as confidently lead group sessions and facilitate workshops.
- Alongside your direct work with young people, you will develop and manage relationships with community organisations and education providers, as well as working closely with our Corporate Partnerships Manager to help optimise employment opportunities with our corporate partners.



PUNCTUAL &
RELIABLE



ENTHUSIASTIC &
CHEERFUL



POSITIVE ROLE
MODEL TO
YOUNG PEOPLE



KEY RESPONSIBILITIES

Supporting Young People

- Build positive, trusted and professional relationships with our members, supporting them to identify their strengths, interests and aspirations.
- Signpost and support our Senior members to access appropriate opportunities, services and progression routes.
- Act as a positive role model and champion for young people, ensuring our members actively shape and influence the programmes and opportunities available to them.
- Act as one of our senior safeguarding practitioners (you will receive training in this area)

Programme Design & Delivery

- Design and deliver an engaging year-round Pathways and Employability programme.
- Lead workshops, projects and activities that develop confidence, communication, teamwork, leadership and employability skills.
- Collaborate with external partners to co-create or bespoke existing programmes to offer a broad and exciting range of opportunities to our young people.
- Spending at least 50% of your time 'on session' with young people motivating, encouraging and supporting them to participate fully in sessions
- Ensure programmes are inclusive, engaging and responsive to the needs and interests of our members.
- Develop targeted interventions for our members requiring additional support to progress.
- Work collaboratively with colleagues to embed progression opportunities across the wider Youth Zone offer.
- To line manage one part-time employability youth worker and oversee volunteers in this area.
- To deputise for the Club Managers as required & carry out any other reasonable duties as requested by the Senior Leadership Team

Employer & Partnership Engagement

- Work with our Schools and Engagement Coordinator to develop and maintain strong relationships with schools, colleges and community organisations so they can signpost young people to WEST's Pathways and Employability offer.
- Work with our Corporate Partnerships Manager to help optimise employment opportunities with our corporate partners and support our members to engage in these opportunities.
- Work with partners to secure resources, expertise and opportunities that benefit young people.
- Represent WEST at external meetings, networking events and partnership forums.

Monitoring, Administration & Outcomes

- Maintain accurate records of participation, engagement and progression outcomes.
- Monitor and evaluate programme effectiveness and identify opportunities for improvement.
- Produce reports, case studies and impact information for internal requirements, funders and partners.
- Maintain a high standard of administration using WEST systems and processes, including corresponding promptly as required.
- Comply with all WEST policies and procedures, with particular reference to safeguarding, codes of conduct, health and safety and equality and diversity to ensure all activities are safe and accessible.

SELECTION CRITERIA

Essential Experience

- Experience of delivering activities, programmes or workshops to groups of young people aged 13-19.
- Experience of building positive relationships with young people from diverse backgrounds.
- Experience working in employability, progression or careers programmes.
- Experience of building relationships with external partners, organisations or stakeholders.
- Experience of managing competing priorities and administrative responsibilities.

Essential Knowledge, Skills & Attributes

- Exceptional communication and interpersonal skills.
- Ability to quickly build trust and credibility with young people and to motivate and inspire them.
- A good understanding of the barriers faced by young people and approaches to overcoming them.
- Confidence facilitating activities with both small and large groups.
- Commitment to safeguarding and promoting the welfare of young people.
- Ability to develop and maintain professional partnerships and work collaboratively within WEST.
- Strong organisational and administrative skills.
- Strong IT skills and confidence using monitoring and reporting systems.
- Evidence of ongoing professional development (for example Safeguarding, Health & Safety, Management).
- Flexible and proactive approach to work.

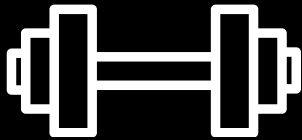
Desirable

- Youth work qualification or relevant professional qualification.
- Experience working with corporate partners or employers.
- Knowledge of local education, employment and training pathways.

Special Requirements

- A willingness to work evenings and weekends as part of a rota with other coordinators and managers.
- A willingness to cover events, holidays and staff absence.
- A commitment to safeguarding children.

BENEFITS



FREE GYM ACCESS



DIVERSE TEAM



WORKPLACE PENSION



33 DAYS LEAVE
(INCLUSIVE OF
BANK HOLS)



TRAINING AND
DEVELOPMENT
OPPORTUNITIES

NEXT STEPS

- To apply, send your **CV and completed supporting statement** to recruitment@westyouthzone.org
- Interviews will be ongoing and applications will close once an offer of employment is made.

Important to know

- 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.

