

WARRINGTON



An **OnSide** Youth Zone

Holiday Club & HAF Coordinator



For young people
aged 7 - 12

£20 per day
8am - 6pm

HOLIDAY CLUB

WARRINGTON
YZ
An **OnSide** Youth Zone



Choose between
Sports Club or
Arts Club
Breakfast, Lunch
and Snacks Included

SPORTS INDOOR ROCK CLIMBING
PODCAST STUDIO **DANCE & DRAMA**
MUSIC MULTIMEDIA **GYM**
ARTS, CRAFTS & FASHION FOOTBALL PITCH
HEALTH & BEAUTY RESTAURANT & KITCHEN

THE ROLE

As a lead member of the delivery team, you will work across all Youth Zone sessions and have lead responsibility for the HAF and Holiday Clubs across our multiple sites. Ensuring there is a high-quality, creative and fun offer, which focuses on the needs of young people and is in line with the Youth Zone's aspirations to provide young people with the best possible experiences and opportunities.

You will have a passion to put young people first. The Holiday Club runs all day, Monday to Friday during school holidays and HAF will be delivered on set weeks throughout the year and will take place in a variety of schools within Warrington.

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 with up to 250

The normal hours of work are 40 per week, or those necessary to fulfill 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

APPLICATION PROCESS

To apply, please send an up-to-date CV and a covering letter detailing how you meet the criteria, or complete the application form and return to recruitment@wyz.org.uk or apply via our website at <https://warringtonyouthzone.org/get-involved/vacancies>

In addition, please let us know of any reasonable adjustments we can make to assist you in your application or the selection process.

In accordance with our Child Protection and Safeguarding procedures, this position requires an Enhanced DBS check.

For information regarding how we process your data, go to <https://warringtonyouthzone.org/privacy-policy/>

PROFILE

POST:

Holiday Club & HAF Coordinator

SALARY:

Pay range between £25,500 - £28,000

(Dependent on experience)

LOCATION:

Warrington Youth Zone (Dallam Lane, WA2 7NG)

REPORTING TO:

Head of Youth Work

CONTRACT:

Permanent – full-time
40hours per week

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BENEFITS:

33 days (pro rota) holiday inclusive of Bank holidays (rising with length of service)

3% employer pension contribution once earnings threshold is reached

KEY RESPONSIBILITIES

- To ensure there is an exciting range of activities on offer for young people aged 7+, during all HAF & Holiday Club programmes
- Plan, deliver and manage a programme of activities to meet the needs of the young people that attend our HAF & Holiday Club schemes
- Duty manage a team of staff in the YZ and also in a number of satellite centres to deliver a safe programme of activities that meet the needs of the young people in all areas of the Warrington borough
- Coordinating input and ownership from the wider staff team and young people including the Sport, Arts, Inclusion and Enterprise Co-ordinators, resulting in a diverse offer which responds to the needs and interests of young people
- To ensure that there is a clear path in place for young people to transition from the Holiday Club & HAF into our Junior Club and Senior Club provisions; by working closely with the Junior & Senior Club lead to achieve this
- Ensuring the programme is safe, creative, fun, challenging and contributes toward the development and growth of young people, in particular confidence, social skills, resilience, health and aspiration
- Ensuring the programme is varied in nature, making full use of the Youth Zone's facilities and the diverse skill set of the staff team, ensuring the offer includes the arts, sports, issue-based work, enterprise, support, advice and guidance and much more
- Ensuring regular review and evaluation of the programme including capturing the outcomes and positive impact, recording soft and hard outcomes and reporting direct to funders
- Presenting case studies and celebrating the achievements of young people
- Ensuring high reach and engagement across Holiday Club & HAF programmes, achieving and exceeding KPI's set by the Funders, Board, Chief Executive and Head of Youth Work including for example membership, attendance, and representation of the local community
- To ensure that young people and their ideas contribute fully to the planning and delivery of all activities in the Youth Zone & Satellite centres
- Provide clear hands-on leadership, role modelling and coaching to ensure high standards of delivery are maintained & manage, induct, train, support and develop a team of full and part time youth workers and volunteers to contribute to the programme development and delivery
- Provide clear structure, planning and purpose to underpin every session with clear session briefs and debriefs
- Recruit and train a high number of staff prior to each holiday club provision
- To manage the Holiday Club & HAF budget and other resources effectively to maximise the benefits to young people
- To support the Junior Club Lead on sessions twice a week, supporting with session leading, and introducing elements of Play.
- To develop effective joint working with schools and other agencies to ensure a holistic approach in service delivery to young people including representing the Youth Zone at meetings with partner agencies
- As a key holder, to take responsibility for the close down and opening up of the Youth Zone as required
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- 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 which takes place every evening, weekend and during school holidays and will 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 assist with any promotional activities and visits that take place at the Youth Zone, positively contributing towards increasing Youth Zone membership
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- To deputise for the Senior & Junior club Manager as required & carry out any other reasonable duties as requested by the Head of Youth Work

PERSON SPECIFICATION

Applicants will be expected to demonstrate the experience, skills, abilities and attributes listed.

SELECTION CRITERIA	REQUIREMENT
EXPERIENCE	
Proven experience of working with young people aged 7 to13 (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	Essential
Experience of recruiting and training staff or volunteers	Essential
Experience of managing a staff team including volunteers	Essential
Experience of dealing with safeguarding issues within a multi-agency setting	Essential
Organising and delivering a programme of youth work / play-work activities in an open access setting	Essential
Experience of managing and running a youth related department or Holiday Club provision	Essential
Experience of managing a multi-site youth programme offer	Essential
Experience of work with those with disabilities	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 sessional 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 take initiative as part of a team, and lead a team	Essential
IT literate	Essential
Understanding the challenges faced by young people and issues facing their lives	Essential
An understanding of safeguarding and currently policies initiatives	Essential
A wide ranging “toolbox” of youth work/ Play work resources, activities and challenges to impart to the delivery team	Desirable
A professional youth work and or play-work qualification	Desirable
GCSE or equivalent literacy and numeracy	Essential
A management or leadership qualification	Desirable
Evidence of ongoing professional development (for example Safeguarding, health & Safety, Management)	Essential
SPECIAL REQUIREMENTS	
A willingness to work unsociable hours	Essential
A willingness to cover events, holidays and staff absence	Essential
DBS enhanced clearance and committed to Safeguarding children	Essential

