

**EMPOWER**  
MANCHESTER • SALFORD

THE HOME OF:

**HIDE**  
OUT  
At OnSide Youth Zone



IR



## DEPUTY YOUTH WORK MANAGER

**Job Title:** Deputy Youth Work Manager

**Reporting to:** Head of Youth Work & Partnerships

**Location:** HideOut Youth Zone (Gorton)

**Salary:** £26,278 - £28,423

**Holidays:** 33 days including bank holidays (pro-rata)

**Hours:** 40 hours per week (including evenings and weekends)

**Key Relationships:** Head of Youthwork & Partnerships, Youth Work Managers - Seniors & Juniors, Salford Youth Zone staff, volunteers and stakeholders, and young people

## ABOUT EMPOWER

EMPOWER is the umbrella charity that currently oversees operations of the award-winning youth charity based in Manchester, HideOut Youth Zone, which opened in 2020.

HideOut Youth Zone has supported over 7,000 children and young people since it opened, offering a dynamic youth provision that is open 7 days a week (including school holidays).

HideOut's state-of-the-art building provides young people with somewhere safe to go, something positive to do and someone trusted to talk to, with facilities that include a 3G pitch, climbing wall, gym, sports hall and recreation area, and dance, arts, music and media suites.

Due to the success of HideOut Youth Zone, EMPOWER has been granted the opportunity to open another Youth Zone within Greater Manchester – Salford Youth Zone (known officially as SYZ).

The two Youth Zone's will sit within the Onside network; a growing number of Youth Zone's across the UK which are funded, built, supported and launched by the national charity, Onside.

It is EMPOWER's vision to ensure all young people grow to lead happy, healthy, safe and successful lives.



## WHAT IS THE ROLE

Working alongside our Youth Work Managers to **support the delivery of our 7 day offer** of varied enriching and life enhancing activities for young people aged 8 – 19 (up to 25 with additional needs).

You will **play a pivotal role in provision and opportunities for our members** by adding capacity and a new skill set to our delivery team, **ensuring that our main offer, the universal provision, continues to be delivered** as we develop new and exciting opportunities for our members.

As well as **supporting the weekly open access provision**, you will also be **responsible for coordinating and delivering HideOut Youth Zone Holiday programme** which runs during school holidays for our members.

As well as adding your own ideas to the conversation as we develop these new offers, you will also **deputise for Youth Work Managers across Juniors and Seniors as Session Lead**, ensuring there is a high-quality, creative and fun offer which focuses on the needs of young people each and every day.

Delivering HideOut Youth Zone's aspiration to provide young people with the best possible experiences and opportunities. When deputising you will **enhance your managerial skills set by leading a team** of part time sessional workers and volunteers and be responsible for the safeguarding of the sessions.

This role will be mainly face to face with some planning time allocated to prepare for delivery.

## WHAT WILL I BE DOING?

- **Supporting an exciting range of activities** for young people aged 8-19 and up to 25 with additional needs through Youth Club provision (with sessions between Monday-Sunday)
- **Maintaining compliance** with good working practices to ensure the safety of young people
- **Duty managing a team of staff** to deliver a safe programme of activities that meets the needs of the current membership of young people
- **Create a clear structure**, planning and purpose to every session with clear session briefs and debriefs
- **Leading on safeguarding** (working closely with the Designated Safeguarding Lead) and behaviour management during sessions to ensure Salford Youth Zone is a welcoming environment for all young people
- **Motivating, encouraging and supporting young people** to participate fully in sessions
- **Supporting Junior and Senior Club Coordinators** to identify opportunities and funding for additional experiences for young people
- **Supporting 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
- To **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 working with the Volunteer and Training Managers
- As a key holder, to **take responsibility for the close down and opening up of the Youth Zone** as required
- **Giving support across the whole Youth Zone** offer (as required) which takes place every evening, weekend and during school holidays, as well as occasional residential opportunities.
- To **deputise for the Junior and Senior Coordinators** on a rota basis as required
- Carry out any other reasonable duties as requested by the Junior and Senior Leadership Team

## WHAT ELSE WILL I NEED TO DO?

- Be a role model for young people and present a positive “can do” attitude
- Commit to a culture of continuous improvement and represent HideOut Youth Zone positively and effectively in all dealings with internal colleagues and external partners
- 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 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 Safeguarding Lead using policies, procedures and practice
- Take a lead role in ensuring the safeguarding of young people by ensuring that you fully understand and implement all the roles and responsibilities in relation to Safeguarding Children and Young People
- To assist with any promotional activities and visits that take place at the Youth Zone, positively contributing towards increasing Youth Zone membership.

## PERSON SPECIFICATION

<b>Selection Criteria</b> <b>A = Application Form I = Interview</b>	<b>Essential or Desirable</b>	<b>Method of Assessment</b>
<b>Experience</b>		
Proven experience of working with young people aged 13 to 19 (and up to 25 with additional needs) in a range of settings	Essential	A & I
Proven experience of engaging vulnerable, disengaged or hard to reach young people	Essential	A & I
Experience of youth work	Essential	A & I
Experience of managing a staff team including volunteers	Essential	A & I
Experience of dealing with safeguarding issues within a multi-agency setting	Essential	A & I
Organising and delivering a programme of youth work activities in an open access setting	Essential	A & I
Experience of work with children & young people with additional needs	Desirable	A & I
Experience of monitoring and evaluation processes	Desirable	A & I
Experience managing externally funded projects	Desirable	A & I
Experience providing information, advice, guidance and support to young people	Desirable	A & I

<b>Educational / Vocational Qualifications</b>		
GCSE or equivalent literacy and numeracy	Desirable	A
A professional youth work qualification	Desirable	A
A management or leadership qualification	Desirable	A
<b>Skills</b>		
Excellent communication skills to deliver activity programmes to a wide range of young people	Essential	A & I
Ability to motivate and engage staff, volunteers and young people through sessional work	Essential	A & I
Strong commitment to young people and ability to engage and build positive relationships with disengaged young people	Essential	A & I
Ability to establish good professional relationships with young people, adults and partner agencies/organisations	Essential	A & I
Ability to manage and organise several tasks at a time	Essential	A & I
Ability to take initiative as part of a team, and lead a team	Essential	A & I
IT literate	Essential	A & I
<b>Knowledge</b>		
Understanding the challenges faced by young people and issues facing their lives	Essential	A & I
Understanding of youth work theory and practice	Essential	A & I
An understanding of safeguarding and current policies initiatives	Essential	A & I
A wide ranging “toolbox” of youth work/ Play work resources, activities and challenges to impart to the delivery team	Desirable	A & I

Special Requirements		
A willingness to work regular evenings and weekends	Essential	I
A willingness to cover events, holidays and staff absence	Essential	I
DBS clearance and committed to Safeguarding children	Essential	A & I
The ability and willingness to travel to meetings and events both in the area and beyond	Essential	A & I

## ADDITIONAL INFO

EMPOWER is committed to safeguarding and promoting the welfare of children, young people and vulnerable groups. This post is subject to an enhanced DBS check.

The strength of EMPOWER and the OnSide network of Youth Zones is the diversity of its people; we place huge value on equal opportunities and encourage applications from candidates of diverse backgrounds, communities and abilities. The one thing we all have in common is our desire to raise the aspirations of young people across the country.

For information regarding how OnSide Youth Zones process your data, please visit [www.onsideyouthzones.org/applicant-privacy/](http://www.onsideyouthzones.org/applicant-privacy/)

Additionally, **if you would like to discuss this role further** please contact our Head of Youth Work to arrange [kerin.morris@hideoutyouthzone.org](mailto:kerin.morris@hideoutyouthzone.org)

## APPLICATION PROCESS

**Application form:** <https://empoweryouthzones.org/vacancies/>

**How to apply:** Please complete the application form and return to **[recruitment@empoweryouthzones.org](mailto:recruitment@empoweryouthzones.org)**

**Closing date:** Midday Wednesday 23rd April













### STRICTLY NO AGENCIES PLEASE

**We review applications on a rolling basis and reserve the right to close the role at any time.**

Feel free to give us a call on **0161 511 3777** if you have any questions about this role, or to hear from a team member about life working at the youth zone.



## **BENEFITS OF WORKING FOR EMPOWER YOUTH ZONES**

 <b>Onsite Fitness Gym &amp; Boxing / MMA Suite</b>	 <b>33 Days Annual Leave Pro-Rata</b>	 <b>Secure Cycle Store</b>
 <b>Branded Workwear</b>	 <b>Queen Bee's Cafe</b>	 <b>Flexible Working</b>
 <b>Learning and Development Opportunities</b>	 <b>Partnership Working</b>	 <b>Working with Like-Minded People and Cultures</b>
 <b>Company Sick Pay and Enhanced Maternity Leave</b>	 <b>Pension Scheme</b>	 <b>Living Wage Employer</b>

## **Employee Assistance Programme**

Salford Youth Zone's Employee Assistance Programme provides free and confidential support for our employees on a wide-range of topics, such as:

- Unlimited telephone support (24/7) with calls answered by experienced in-house counsellors, legal and financial specialists
- Structured counselling over the phone, via live chat, email, or in person (up to 6-sessions)
- Family advice line on topics such as childcare & eldercare
- Legal information services including debt & financial information
- Critical incident and trauma support
- Occupational health services
- Crisis support
- "My Healthy Advantage" smartphone app and online personalised wellbeing portal, including videos, webinars, mini health checks and health coaching
- Coverage for dependents (partner/spouse and children aged 16-24) within HMRC guidelines
- Support for line managers
- BrightTV and Wellbeing podcasts

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## **DEPUTY YOUTH WORK MANAGER**



# OUR VALUES



## 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.

