

EMPOWER
MANCHESTER • SALFORD

THE HOME OF

HIDE
OUT
An OnSide Youth Zone



SOMEWHERE SAFE TO GO | SOMETHING POSITIVE TO DO | SOMEONE TRUSTED TO TALK TO

EMPLOYABILITY & PROJECTS MANAGER

Job Title: Employability & Projects Manager

Salary: £27,592 - £29,702

Reporting to: Head of Youth Work

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

Location: HideOut Youth Zone (Gorton)

Hours: 40 hours per week (including evenings & weekends)

Key Relationships: Head of Youth Work, Youth Work Managers Youth Work Coordinators (Sports, Inclusion, Creative), Sessional Youth Workers, Volunteers, children & young people, parents, guardians, Stakeholders.

BENEFITS

- Onsite Fitness Gym & Boxing/MMA Suite
- 33 days annual leave
- Secure cycle store
- Branded workwear
- Free hot meal on session
- Learning and development opportunities
- Partnership working
- Working with like-minded people and cultures
- Part of a wider network
- Workplace pension scheme
- Special Leave
- Birthday Off
- Employee Assistance Programme through Health Assured
- Health and Wellbeing support which includes an app – Wisdom
- Enhanced maternity
- Company Sick Pay
- Real Living Wage Employer
- Charity Worker Discount / Bright Exchange Discount – through EAP/Wisdom

APPLICATION PROCESS

Date posted: Thursday 19th March 2026

Closing date: Thursday 9th April 2026

Application form: www.empoweryouthzones.org/vacancies/

How to apply: www.empoweryouthzones.org/vacancies/

Please complete the application form and return to recruitment@empoweryouthzones.org

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.

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ABOUT EMPOWER

Empower Youth Zones is the charity that oversees the creation, management and sustainability of Youth Zones in Manchester and Salford. These include HideOut Youth Zone located in Gorton (East Manchester) which opened in 2020, and Salford Youth Zone located in Pendleton, which opened to young people in June 2025. HideOut and Salford Youth Zone provide children and young people aged 8-19 and up to 25 for those with additional needs with somewhere safe to go, something positive to do and someone trusted to talk to.

Youth Zones are purpose-built spaces fizzing with energy and crammed with incredible facilities. They are staffed by 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. This is life-changing support that helps tens of thousands of young people from a diverse range of backgrounds to thrive.

HideOut and Salford Youth Zone are part of a national and growing network of Onside Youth Zones. There are currently 17 active Onside Youth Zones across the UK with 22 due to be open by 2026.

WHAT IS THE ROLE?

This exciting role will provide the right candidate with an opportunity to establish and shape the Youth Zone's Employability & Projects offer. Working with our partners, patrons, external organisations, accredited training providers and other key stakeholders to inspire young people, provide them with opportunities to explore their interests and, enabling and empowering them to gain employability skills, experience and accreditations/qualifications through a diverse programme of activities.

You will be providing provisions across the week including homework clubs, career advice, mock interviews and CV writing workshops, financial literacy programmes, realistic and fun business and enterprise initiatives, and work placement/environment opportunities working closely with our corporate supporters.

WHAT WILL I BE DOING?

- To lead on the development, delivery and review of the Youth Zone's Employability & Projects offer, thinking creatively and innovatively about how the Youth Zone's provision can be utilised to enable clear positive outcomes, learning experiences, life skills and employment/career readiness for all of our members (juniors aged 8-12, seniors aged 13-19, or up to 25 with additional needs.)
- Allowing young people to try and experience activities new to them, engaging them with a range of possible outcomes for themselves around both future job roles and business skills.
- Ensuring that the activities' are fun, engaging and age appropriate.
- Collaborating with external partners/funders this role will co- create and deliver programmes that create a pathway for the young people to develop skills, experience and potential pathways to employment (including self employment)
- Relationship and account management, to deliver this role in the agile, engaging way with and for our young people will take a matrix of partners, funders and internal colleague engagement.
- Carry out regular reviews and evaluations of the Employability & Projects offer, including capturing the destinations and positive impacts, recording soft and hard outcomes, presenting case studies and celebrating the achievements of young people.
- To ensure that all projects have a clear set of outcomes for young people and to demonstrate how these are evidenced to show impact via reports and report writing (using both qualitative and quantitative data/evidence)
- Oversee and lead on the mentoring programme
- Provide a diverse range of opportunities for young people to access work experience
- Work with stakeholders to support young people to gain employment skills and employment opportunities
- Ensure there are links with employment and job fairs across Greater Manchester, exposing young people to the options available to them
- To manage the accreditation administration process for the Youth Zone
- To achieve KPI's set by the Board, Chief Executive the line manager for this post and, external funders, including for example, progression into employment and training or the development of employability skills
- To manage, train, support and develop part time youth workers and volunteers to contribute to the Employability & Projects programme.
- To work closely with the Fundraising Team to maximise the possible opportunities across our vast network of partners, prospects and patrons.
- To manage the Employability & Projects budget and other resources effectively to maximise the benefits to young people.

WHAT ELSE WILL I NEED TO DO?

- Be a role model for young people and present a positive “can do” attitude
- Take personal responsibility for own actions
- Commit to a culture of continuous improvement
- Work within the performance framework of Empower Youth Zones and OnSide
- Represent Empower Youth Zones 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
- Assist with any promotional activities and visits that take place at the Youth Zone
- Actively promote the Youth Zone and positively contribute towards increasing Youth Zone membership.

PERSON SPECIFICATION

Selection Criteria A = Application Form I = Interview	Essential or Desirable	Method of Assessment
Experience		
Experience of working with groups of young people aged 8 to 19, or up to aged 25 with additional needs	Essential	A & I
Experience of working with young people from diverse backgrounds and with challenging needs	Essential	A & I
Experience of delivering targeted sessions	Essential	A & I
Experience of working with young people with additional needs and disabilities	Essential	A & I
Experience of managing relationships with external organisations	Essential	A & I
Experience of Line Management	Essential	A & I
Experience of report writing (monitoring and evaluation processes)	Essential	A & I
Qualifications		
A professional youth work or careers guidance qualification (or equivalent)	Desirable	A & I

Skills		
Ability to deliver a high-quality programme with young people who face social exclusion, disadvantage and disaffection and manage such a group	Essential	A & I
Ability to coordinate and deliver fun accessible activities that teach life skills, employability skills and basic business principles (e.g. profit margins)	Essential	A & I
Able to plan and evaluate the programme of activities, including production of session plans and evaluations	Essential	A & I
Able to communicate effectively with young people, parents, team members and members of the public	Essential	A & I
Ability to engage and build positive relationships with young people including disengaged and disadvantaged young people	Essential	A & I

Knowledge		
Understand the principles of working with young people, the issues affecting their lives and knowledge of their needs	Essential	A & I
Knowledge of health and safety, diversity awareness and safeguarding best practice	Essential	A & I
Basic knowledge of career pathways and job opportunities	Essential	A & I
Special Requirements		
A willingness to work unsociable hours	Essential	A & I
A willingness to cover events, holidays and staff absence	Essential	A & I
Enhanced DBS clearance and commitment to Safeguarding children	Essential	A & I
The ability and willingness to travel to events in the region 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 <https://empoweryouthzones.org/privacy-and-cookie-notice/>



OUR VISION, MISSION & VALUES

OUR VISION

Children and Young People are inspired to lead healthy, happy, safe and successful lives.

OUR MISSION

To provide children and young people with somewhere safe to go, something positive to do and someone trusted to talk to.

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, with 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.



AMBITIOUS

We are passionate and driven in taking on new challenges, embracing new ideas, and exceeding our ambitions for young people, the Youth Zone and our local communities.



COLLABORATIVE

We will create and nurture strong, creative partnerships, working together to achieve better results and outcomes for young people.