



Role Profile

- Job Role:** Youth/Senior Club Coordinator
- Pay Scale:** £20,564 - £23,000 (dependent on experience)
- Hours:** 37.5 hpw, worked flexibly across the week - the hours of work are those necessary to fulfil the requirements of the position. This will involve working unsocial hours in evenings and at weekends during Youth Zone sessions or at events, and also working during the day.
- Accountable to:** Youth & Child Development Manager - Universal
- Location:** Blackburn Youth Zone, Jubilee Street, Blackburn, BB1 1EP.
- Status:** Maternity Cover/ 12 months temporary contract
Evening and weekend work, 37.5 hours per week.
- The Person:** We are looking for a highly motivated person, passionate about Youth Work who wants to see the lives of 12-19 year olds and those up to 25 year olds with Special educational needs or disabilities (SEND), transformed through access to an exciting, fun and engaging Youth and Senior Youth Zone Programmes at our inspiring town centre location. You will be comfortable managing and leading a team in the design, delivery and continuous improvement of both our Youth and Senior sessions.
- Key Relationships:** Blackburn Youth Zone staff, young people, volunteers, parents, key partners to Blackburn Youth Zone.

What is the overall purpose of the role?

Promoting the personal, educational, creative and social developments of young people, helping them reach their full potential. Helping to hold a safe, stimulating and supportive environment where young people learn to;

- treat themselves and others with kindness and respect
- discover exciting new ideas and activities they are unlikely to experience anywhere else
- have fun, play, laugh, learn, experiment, make mistakes and thrive
- grow into motivated, positive, resilient and caring citizens



Blackburn Youth Zone

Blackburn Youth Zone are at the heart of the community, collaborating to create a more cohesive and prosperous Blackburn and Darwen. We work to inspire all, to have fun, meet different people, try new things and challenge themselves to be the best they can be. Attracting young people from across the town and beyond by its fantastic facilities, Blackburn Youth Zone provides sports and arts activities and practical support, especially for those who are disadvantaged.

The three-storey building has a dedicated sports halls with a climbing wall, gym, boxing ring, dance and performing arts spaces and as well as visual arts facilities. Also included are a cafe, games and social areas and an outdoor all-weather pitch on the roof. The centre is open 365 days a year

The main characteristics of our work with young people are:

- We start where young people are and go where young people take us
- We offer opportunities for supportive adults to develop positive relationships with young people
- We will bring our town together to support young people

Main Duties & Responsibilities:

Operationally

- To coordinate the planning and execution of a, high quality youth and senior programme that is exciting, safe, innovative, inclusive, coherent, purposeful, developmental and progressive and that directly responds to the diverse needs, concerns and interests of our members.
- The programme must be flexible, responsive, planned, inclusive and educational.
- To work with wider team in ensuring the retention strategy is followed.
- To ensure all team members sessional hours are signed off for Finance Manager by 1st day of month.
- Work alongside the Inclusion Coordinator to plan an inclusive holiday provision
- To work with the Targeted Youth Work Manager, Universal Youth Work Manager and Fundraising and Development Manager in ensuring targeted programmes are delivered in line with required outcomes and budget profile, delivered to high quality meeting KPI's and support the identifying of appropriate team member allocation to programmes.
- To coordinate issues based and targeted delivery with Youth and Senior Club; including helping to identify issues that young people present, being involved in planning and overseeing delivery of projects, ensuring key milestone are met in a timely manner.
- Working directly with young people to develop their social skills and build their confidence by delivering an inclusive, achievable youth and senior club programme at Blackburn Youth Zone, which will take place during the evenings, at weekends and



during school holidays (Holiday Club) and which may occasionally include residential work.

- To coordinate, alongside Membership and Engagement Officer a secondary schools weekly drop in timetable and team rota to promote all clubs for appropriate age groups.
- To ensure there is a diverse range of activities that create opportunities and encourage young people to participate and have a go at new things.
- To establish positive relationships with children and young people.
- To work flexibly to ensure the needs of our members are met, including disadvantaged children and disabled young people or additional needs.
- To coordinate Youth Workers, Volunteers and Young Leaders to deliver activities.
- Ensure the participation of young people in activities is meaningful and that their ideas contribute fully in the delivery and evaluation of activities.

HR

- To carry out appraisals every 6 months with direct team members as well as regular 1:1s and supervisions with your team and share with HR in a prompt and timely manner.
- Plan a clear team rota for all senior and youth sessions and communicate with the team.
- To work alongside Youth Work Managers and Coordinators to jointly plan and deliver team training events.

General

- To create a safe and nurturing environment for young people aged 12 -16 and 16 - 19 years, where young people can thrive, take part in a wide range of activities, participate in targeted project opportunities and a place where they have a voice.
- To work alongside team in ensuring we meet our weekly target of 1100 visits per week across all clubs.
- To ensure that our members maintain a high standard of behaviour and follow the Respect and Behaviour policy.
- To understand and adhere to Blackburn Youth Zones policies and procedures at all times with particular emphasis on equal opportunities, health and safety, boundaries and safeguarding.
- To promote and safeguard the welfare of children and young people at all times.
- To promote cultural cohesion and inclusion, and proactively challenge any prejudice and discrimination.
- To monitor and evaluate sessions in accordance with Blackburn Youth Zone.
- To attend and actively contribute in staff team meetings
- To work with the #byzoneteam on participation on local, regional and national and patron events to showcase & celebrate the achievements of children and young people.
- To take a creative and enthusiastic approach to making Blackburn Youth Zone a valued facility in Blackburn with Darwen and a leader in its field.
- To promote a positive image of Blackburn Youth Zone through your work with children and young people.



Skills

- The ability and experience of leading a team of full & part time team members and working with a wide range of young people in a variety of settings.
- Have a passion for working with young people
- Ability to facilitate the creativity and development of young people through positive motivation through the high quality programmes and showcasing events through the year.
- Excellent organisational skills combined with a thorough understanding of young people and youth work values.
- Understanding of issues faced by young people today and effectively coordinate projects during universal sessions.
- Awareness of the specific needs of different Blackburn Youth Zone members, including issues that affect young people and promotion of inclusion
- Excellent team working skills, including the ability to work collaboratively with creative professionals and Blackburn Youth Zone youth work team and volunteers
- Strong interpersonal skills, patience, empathy, a positive approach and respect for others
- Excellent written and oral communication skills
- Flexibility/adaptability
- Proactive and confident in decision making
- Excellent time management skills.
- Committed and willing to go the extra mile

The main place of work will be Blackburn Youth Zone, based in Blackburn town centre, although the successful candidate will be expected to undertake such travel as is necessary to fulfil the requirements of the position.

Disclosure and Barring Service Check

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

Closing Date 22nd April 2019, 12noon

Interview Date starting w/c 22nd April 2019.

Application Process

Please email your CV and covering letter as well as any other relevant information to hr@blackburnyz.org together with a concise one page cover letter setting out how your experience relates to the requirements of the position.