



INCLUSION COORDINATOR

Job Title: Inclusion Coordinator

Salary: £26,278 - £28,423

Reporting to: Youth Work Manager

Holidays: 33 days including bank holidays

Location: Salford Youth Zone (Pendleton)

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

Key Relationships: Director of Operations, Salford Youth Zone staff, volunteers and stakeholders, and young people

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, Salford due to open in summer 2025. HideOut and Salford Youth Zones support thousands of young people with top-notch educational, recreational, and developmental opportunities. We're open 7 days a week, including school holidays, ensuring there's always something positive happening.

Our Youth Zones are state-of-the-art, purpose-built spaces, offering young people somewhere safe to go, something positive to do and someone trusted to talk to. 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.

Empower Youth Zones are part of the national network of OnSide Youth Zones, which supports the creation and implementation of a network of Youth Zones across the country.

Our vision is clear: to help all young people lead happy, healthy, safe, and successful lives. Join us on this incredible journey!

ABOUT SYZ

The role is full-time and based at Salford Youth Zone.

Set to open its doors in 2025, SYZ is a dedicated charity for Salford's young people, set up to give them the opportunity to discover their passion and their purpose.

SYZ will open 7 days a week, offering a free hot meal and over 20 activities every night for just 50p per visit for young people aged 8-19, or up to 25 for those with an additional need or disability. Facilities include a 3G pitch, climbing wall, gym, sports hall and recreation area, and dance, arts, music, and media suites.

Salford Youth Zone is at the very beginning of its Youth Zone journey and we look forward to providing young people from a diverse range of backgrounds the opportunity to make friends, develop new skills, unlock their potential and have fun.

Somewhere safe to go. Something positive to do. Someone trusted to talk to.

WHAT IS THE ROLE?

To design and deliver a programme of activities for young people that is inclusive, supports community cohesion and provides an environment where members from diverse demographics, ethnic communities, and those with disabilities feel safe, involved and welcome. To diversify and grow participation rates to ensure engagement is representative of the demographics of Salford and surrounding areas.

To carry out targeted outreach and partnership work across the region to promote Salford Youth Zone and gain an understanding of and work to overcome any barriers to participation.

You will have a collaborative approach with department leads as well as leading a team of sessional workers to ensure members with additional needs and disabilities continue to access the club across the week.

Taking on all aspects of making the provision fully inclusive, you will also lead a team of designated inclusion staff on Sunday to deliver a first-class provision for our members.

WHAT WOULD I BE DOING?

- To identify the diverse needs of young people, to inform, coordinate and deliver a programme of youth work, targeting these needs.
- To support young people's involvement, helping them to have a voice and become young leaders for their communities, supporting and encouraging them to play a more active role in civic life
- To understand the issues underlying community tensions and from this tackle the issues of mistrust and develop respect to build stronger relations within and between communities
- To influence the general program of events at the Youth Zone so that it is attractive to young people from diverse backgrounds, especially at weekends and during holidays
- To contribute to the building of effective partnerships with statutory and voluntary services and other relevant agencies
- To organise, participate in and evaluate outreach events that bring together the different communities
- The role requires occasionally session leading and locking up of the Youth Zone to cover for Senior and Junior Club Leads. This will be scheduled by your Line Manager
- To ensure there is a clear process in line with our safeguarding procedure for parents & carers accessing sessions with members who require Personal care on sessions.
- To lead, plan, deliver & evaluate projects with outcome-based learning for members.
- To Line manage a sessional team

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.
- Represent Salford 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.
- 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 the safeguarding policies, procedures and practice (training to be provided).
- Work within the performance framework of Salford Youth Zone and OnSide.
- To assist with any promotional activities and visits that take place at the Youth Zone
- To 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		
Youth work experience (centre based and outreach) including developing and delivering high quality sessions	Essential	A & I
Significant experience of successful inclusion work and work with young people	Essential	A & I
Developing and managing events and workshops	Desirable	A & I
Substantial experience of successful partnership working	Desirable	A & I
Working with and managing staff and volunteers	Essential	A & I
Educational / Vocational Qualifications		
A relevant qualification in youth work or SEN work	Essential	A
GCSE or equivalent literacy and numeracy	Essential	A
Skills		
Excellent communication skills, both verbal and written	Essential	A & I
Ability to establish effective working relationships with a wide range of agencies and individuals	Essential	A
Ability to understand issues leading to exclusion from participation and success	Essential	A & I
Ability to work within a team and on own initiative, organise workload and meet deadlines	Essential	A & I
Project co-ordination and project management skills including budgeting and resource management	Desirable	A & I

Knowledge		
Knowledge of the issues affecting young people and an ability to work with challenging behaviour and complex needs	Essential	A & I
Sound knowledge of equality and diversity principles	Essential	A & I
Special Requirements		
Willingness to work unsociable hours	Essential	A & I
The ability and willingness to travel to meetings and events both in the region and beyond	Essential	A & I
A willingness to cover events, holidays and staff absence	Essential	A & I
DBS clearance and committed to Safeguarding children	Essential	A & I

ADDITIONAL INFORMATION

The role is full-time and based at Salford Youth Zone. Salford Youth Zone 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 Salford Youth Zone 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/

APPLICATION INFORMATION

Application form: salfordyouthzone.org/get-involved/vacancies/

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

Closing date: Friday 4th October - Midnight

Interview date: w/c 14th October

BENEFITS OF WORKING FOR SALFORD YOUTH ZONE



Onsite Fitness Gym & Boxing / MMA Suite



33 Days Annual Leave Pro-Rata



Secure Cycle Store



Branded Workwear



Internal Café



Flexible Working



Learning and Development Opportunities



Partnership Working



Working with Like-Minded People and Cultures



Company Sick Pay and Enhanced Maternity Leave



Pension Scheme



Living Wage Employer

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



Somewhere safe to go. Something positive to do. Someone trusted to talk to.

INCLUSION COORDINATOR



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.

