



## YOUTH WORK MANAGER - JUNIORS

**Job Title:** Youth Work Manager - Juniors

**Salary:** £27,824 - £30,074

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

**Holidays:** 33 days including bank holidays

**Location:** Salford Youth Zone (Pendleton)

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

**Key Relationships:** Head of Youth Work & Partnerships, 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?

The Youth Work Manager - Juniors, is a lead member of the delivery management team.

You will work across all Youth Zone sessions and have lead responsibility for the Junior Club offer to 8 to 12 year olds, ensuring there is a high-quality, creative and fun offer, which focuses on the needs of young people and is in line with Salford 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.

You will be responsible for the continuous improvement of the delivery and input towards the strategic delivery plan for Salford Youth Zone, managing a diverse team of staff and volunteers.

This is a fun, exciting and challenging role in a new, growing and ambitious charity where with up to 200 young people attending a session no two days will ever be the same.

## WHAT WOULD I BE DOING?

- To ensure there is an exciting range of activities on offer for young people aged 8 to 12, 4 sessions a week
- To lead on the development, implementation and review of the of the Junior Club offer by:
  - 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 Junior Club to the Senior Club; by working closely with the 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.
  - Presenting case studies and celebrating the achievements of young people.
  - Ensuring high reach and engagement across the Junior Club, achieving and exceeding KPI's set by the Board, Chief Executive and Head of Youth Work including for example membership, attendance and representation of the local community.
- To lead the delivery team on sessions providing:
  - Clear hands-on leadership, role modelling and coaching to ensure high standards of delivery are maintained.
  - Clear structure, planning and purpose to underpin every session with clear session briefs and debriefs.
  - Leading on safeguarding (working closely with the DSO) and behaviour management during sessions to ensure Salford Youth Zone is a welcoming environment for all young people.
  - To maintain compliance with safe working practices to ensure the safety of young people.
- 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 Manager supporting CPD and opportunities for accredited and recorded learning.
- To motivate, encourage and support young people to participate fully in sessions.
- To manage the Junior Club budget and other resources effectively to maximise the benefits to young people.
- To support the Youth Zone promotional and outreach plan working in the community both with partners and directly with young people.
- To work with the Youth Zone staff to identify opportunities and funding for additional opportunities and experiences for young people.
- 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.

## 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 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
- 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> A = Application Form I = Interview	<b>Essential or Desirable</b>	<b>Method of Assessment</b>
<b>Experience</b>		
Proven experience of working with young people aged 8 to 12 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 managing a staff team including volunteers	Essential	A & I
Experience of dealing with safeguarding issues within a multi-agency setting	Essential	A & I
Experience of organising and delivering a programme of youth work activities in an open access setting	Essential	A & I
Experience of work with those with disabilities and/or additional needs	Desirable	A & I
Experience of monitoring and evaluation processes	Desirable	A & I
Experience managing budgets	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	Essential	A & I
<b>Special Requirements</b>		
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 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/](http://www.onsideyouthzones.org/applicant-privacy/)

## APPLICATION INFORMATION

**Application form:** [salfordyouthzone.org/get-involved/vacancies/](http://salfordyouthzone.org/get-involved/vacancies/)

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

**Closing date:** Friday 4th October - Midnight

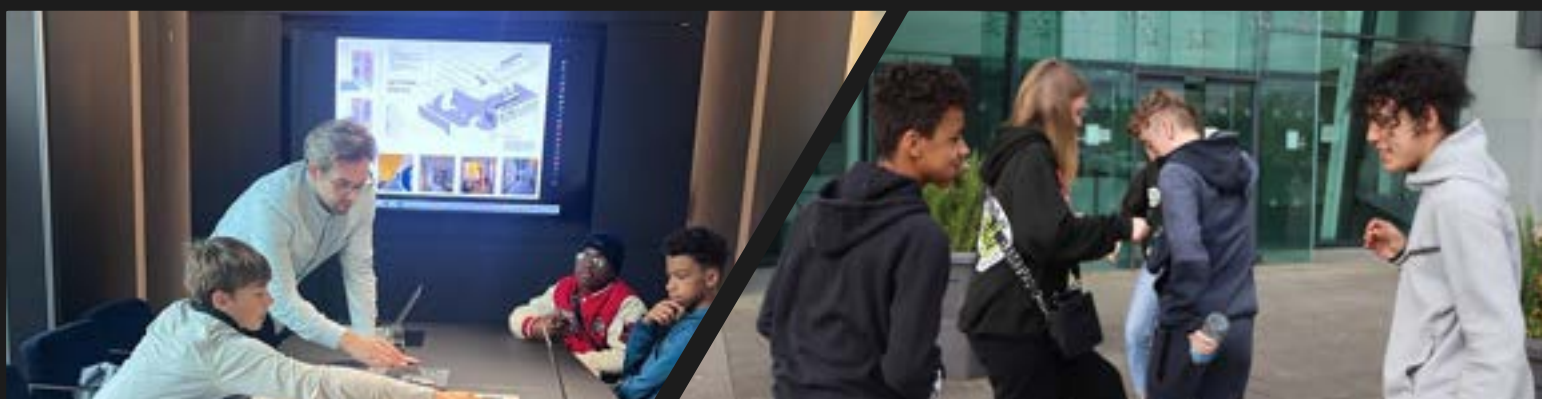
**Interview date:** w/c 14th October

BENEFITS OF WORKING FOR SALFORD YOUTH ZONE			Employee Assistance Programme
 Dualite Fitness Gym & Boxing / MMA Suite	 33 Days Annual Leave Pro-Rata	 Secure Cycle Store	<p>Salford Youth Zone's Employee Assistance Programme provides free and confidential support for our employees on a wide-range of topics, such as:</p> <ul style="list-style-type: none"><li>• Unlimited telephone support (24/7) with calls answered by experienced in-house counsellors, legal and financial specialists</li><li>• Structured counselling over the phone, via live chat, email, or in person (up to 6-sessions)</li><li>• Family advice line on topics such as childcare &amp; eldercare</li><li>• Legal information services including debt &amp; financial information</li><li>• Critical incident and trauma support</li><li>• Occupational health services</li><li>• Crisis support</li><li>• "My Healthy Advantage" smartphone app and online personalised wellbeing portal, including videos, webinars, mini health checks and health coaching</li><li>• Coverage for dependents (partner/spouse and children aged 16-24) within HMRC guidelines</li><li>• Support for line managers</li><li>• BrightTV and Wellbeing podcasts</li></ul>
 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	



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

## YOUTH WORK MANAGER - JUNIORS





# 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.

