



EMPLOYABILITY & PROJECTS MANAGER

Job Title: Employability & Projects Manager

Salary: £26,278 - £28,423

Reporting to: Deputy Youth Work Manager

Holidays: 33 days including bank holidays

Location: Salford Youth Zone (Pendleton)

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

Key Relationships: Salford Youth Zone staff, young people, patrons and local employers & training providers.

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?

This exciting role will provide the right candidate with an opportunity to **establish and shape Salford Youth Zone's Employment and Projects Manager 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 skills, experience and accreditations/qualifications** through a diverse programme of activities.

WHAT WOULD I BE DOING?

- To **lead on the development, delivery and review** of SYZ's employability and enterprise offer, thinking creatively and innovatively about how SYZ'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. The ideal candidate will be an exceptional communicator, be organised and have attention to detail.
- **Carry out regular reviews and evaluations** of the employability and enterprise 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 SYZ.
- To **achieve KPI's set** by the Board, Chief Executive the line manager for this post and, external funders, including 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 enterprise and employability 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 and enterprise budget** and other resources effectively to maximise the benefits to young people.
- To **work with the Youth Zone staff to identify opportunities and funding** for additional experiences and openings for young people relating to employability and enterprise.
- To **manage relationships with employers, schools and other agencies** to ensure a holistic approach in service delivery to young people, including representing Salford Youth Zone at meetings with partner agencies.
- As required, to **deputise for the Youth Work Coordinators and lead sessions**, including taking responsibility for the close down and opening up of Salford Youth Zone.
- To **support sessions across the whole Salford Youth Zone offer as required**, which takes place every evening, weekend and during school holidays and will occasionally include residential work.
- Carry out any other reasonable duties as requested by the 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 To assist with any promotional activities and visits that take place at Salford Youth Zone
- 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, 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.
- To report any child protection concerns to the designated Child Protection Officers using the safeguarding policies, procedures and practice (training to be provided).

PERSON SPECIFICATION

Selection Criteria A = Application Form I = Interview	Essential or Desirable	Method of Assessment
Experience		
Experience of managing relationships with external organisations	Essential	A & I
Experience of youth work and delivering youth work programmes	Essential	A & I
Experience of Line Management	Essential	A & I
Experience of report writing (monitoring and evaluation processes)	Essential	A & I
Experience providing information, advice, guidance and support to young people	Desirable	A & I
Educational / Vocational Qualifications		
GCSE or equivalent literacy and numeracy	Desirable	A
A professional youth work or careers guidance qualification (or equivalent)	Desirable	A
A management or leadership qualification	Desirable	A

PERSON SPECIFICATION

Skills		
Excellent communication skills to deliver activity programmes to a wide range of young people	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
Understanding of working with those with disabilities and additional needs	Essential	A & I
Ability to motivate and engage staff, volunteers and young people	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
IT literate	Essential	A & I
Knowledge		
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
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 INFORMATION

Empower Youth Zones 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 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.

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: Monday 10th February 2025













Interview date: Monday 17th February 2025

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 SALFORD YOUTH ZONE

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

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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EMPLOYABILITY & PROJECTS 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.

