



SENIOR CLUB MANAGER

JOB DESCRIPTION



OVERVIEW

COMPANY: Wigan Youth Zone

LOCATION: Wigan Youth Zone

SALARY: Up to £28,000

BENEFITS:

- 33 days annual leave (including bank holidays) pro rata. Plus additional leave for length of service.
- Hybrid work,
- Birthdays off,
- Gym access,
- training and CPD including first aid, safeguarding and health and safety,
- Career development opportunities,
- Employee assistance programme,
- Cycle to work scheme,
- Strong team culture,
- Workplace pension,
- Free eye tests,
- Discounted to £2 access to holiday club for WYZ staff.

POSTED: 21st October 2024

CLOSING: 8th November 2024

First interviews: 12th November 2024

Second interviews: TBA

SPECIALISM: Youth Work

REPORTS TO: Head of Youth Work

CONTRACT TYPE: Permanent

HOURS: 40 hours per week

WORK PATTERN: This will include weekends and evenings.

ORGANISATION TYPE: Charity

WHO WE ARE LOOKING FOR:

As a lead member of the delivery team you will work across all Youth Zone sessions and have lead responsibility for the Senior Club offer to 11-19 year olds (up to 25 with additional support needs where appropriate). You will ensure there is a high-quality, creative and fun offer, which focuses on the needs of young people and is in line with Wigan Youth Zone's aspirations to provide young people with the best possible experiences and opportunities, as well as the National Youth Work Curriculum. You will have a passion to put young people first and keep their voice at the heart of decisions. You will be responsible for the continuous improvement of the youth work delivery and inputting towards the strategic delivery plan for Wigan Youth Zone. This is a fun, exciting and challenging role in a successful and ambitious charity where with a typical 150 young people attending a session no two days will ever be the same.

KNOWLEDGE AND UNDERSTANDING

Knowledge of the issues affecting young people in today's society and how to plan activities with a view to raising awareness around relevant topics

To be empathetic and approachable person who will listen to young people and support them with relevant information, advice and guidance

An ability to work with a diverse range of young people including various, ages, gender, sexuality, needs and abilities.

Knowledge and understanding of emotional well-being, mental health difficulties and how to sign post onto other relevant services and/or undertake work around positive coping strategies and how to keep Safe.

Understanding of the principles of working with children and young people including behaviour that challenges

Knowledge of health and safety, diversity awareness and safeguarding best practice and how these relate to children and young people

Delivery of activities within an equality framework

To lead from the front following our vision and values and embedding these in our offer.

QUALIFICATIONS

A Professional Youth Work Qualification at Level 4 or above- Desirable

- WHAT WILL YOU NEED TO SUCCEED:

EXPERIENCE	
Proven experience of working with young people aged 8 to 19 (25 with disabilities) in a range of settings	Essential
Experience of working with young people with additional needs or disabilities	Essential
Proven experience of engaging vulnerable, disengaged or hard to reach young people	Essential
Experience of leading staff and volunteers	Essential
Experienced in dealing with safeguarding issues faced by young people and best practice	Essential
Experienced in organising and delivering programmes of youth work activities in open access settings	Essential
Experience of monitoring and evaluation processes	Essential
Experience of delivering external funded programmes and achieving set KPI's	Essential
Experience of managing a budget and teams' budget	Desirable
SKILLS	
Ability to work with young people and engage them in group work to help promote welfare, aspirations/achievements.	Essential
Ability to develop good professional relationships with children, young people and vulnerable adults	Essential
Ability to coach, encourage, motivate and provide consistent support to children, young people and vulnerable adults	Essential
Ability to establish good professional relationships with young people, adults and partner agencies/organisations	Essential
Ability to identify and challenge discrimination and discriminatory behaviour	Essential
Ability to manage behaviour and challenging situations	Essential

KNOWLEDGE AND UNDERSTANDING	
Understanding the principles of working with children and young people	Essential
Understanding of issues affecting young people in todays society	Essential
Understanding of the Youth Work curriculum, theory and practice	Essential
Knowledge of Health and Safety, diversity awareness and safeguarding best practice and how these relate to children and young people	Essential

WHAT YOU WILL BE DOING

To lead on the development, implementation and review of the of the senior club offer by:

- Coordinating input and ownership from the wider staff team and young people, 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 Junior Club Lead to achieve this. As well as a transition to adulthood/adult services for members reaching the end of their youth zone journey.
- Ensuring the programme is safe, creative, fun, challenging and contributes toward the development and growth of young people, in line with the national youth work curriculum and WYZ values
- 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, wellbeing 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 impact stories and celebrating the achievements of young people
- Responsible for positively managing behaviour challenges that have been escalated, with a trauma informed lens
- Ensuring high reach and engagement across the senior club, achieving and exceeding KPI's set by the Board, Chief Executive, Head of Operations and Head of Youth Work including for example membership, attendance and representation. An ex of some KPI's:
 - Atleast 400 members attending 10 times in a 90 day period
 - Atleast 300 before and after impact questionnaires to be completed per year
 - Average of 800 attendances a week in our WYZ Senior club provision weekly
- 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 and behaviour management during sessions to ensure Wigan Youth Zone is a welcoming environment for all young people
- To ensure 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 Senior 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 take a lead role in ensuring the safeguarding of young people by:
 - Ensuring that you fully understand and implement all of the roles and responsibilities in relation to Safeguarding Children and Young People
 - Ensuring that staff and volunteers maintain safeguarding standards and contribute toward the safeguarding strategy at Wigan Youth Zone, in particular by ensuring safeguarding issues and themes facing young people are raised and addressed.
 - Attending and contributing towards safeguarding meetings and strategies procedures involving young people with which you are working
- 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
- As a key holder, to take responsibility for the close down and opening up of the Youth Zone as required
- To support across the whole Youth Zone offer as required which takes place every evening, weekend and during school holidays and will occasionally include residential work
- To actively grow our LAC offer
- To deputise for the Head of Youth Work as required
- Carry out any other reasonable duties as requested by management

General

- To be alert to issues of safeguarding / child protection, ensuring the welfare and safety of Youth Zone members is promoted and to report safeguarding concerns to the WYZ Safeguarding Team in line with our safeguarding policies, procedures and practice (training to be provided);
- 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;

- To adhere to Wigan Youth Zone policies at all times, with particular reference to Health and Safety, Safeguarding and Equal Opportunities.

Other duties

- To carry out any other duty with the Youth Zone provision and facility operations, and within the competencies of the post holder, as directed by your line manager or a senior manager.

SPECIAL REQUIREMENTS

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

Please note that in line with our Safeguarding Policy, you must be age 21 or over to work in our Senior Sessions and 19+ to work on our Junior Sessions and Holiday Clubs. All applicants must also be inactive as members for at least 12 months.

Adhere to the Youth Zone's policies at all times, with particular emphasis on Equal Opportunities and Safeguarding.

A willingness to work evenings and weekends, support at community events.

WHAT IS WIGAN YOUTH ZONE?

Wigan Youth Zone is a purpose built, state-of-the-art youth facility in Wigan town centre which opened in June 2013. It offers young people from across Wigan and Leigh, the opportunity to meet friends, have fun, have new experiences, learn new skills and access the support they need to help develop and achieve their potential.

The Youth Zone is open to all young people across Wigan aged from 8 to 19 (up to 25 with additional needs), striving to offer something for everyone, regardless of their interests or abilities. With almost 15 dedicated areas to choose from including our four 40-metre floodlit football pitches, art room, music room and climbing wall – there's something for everyone here at Wigan Youth Zone.

Our aim is simple, to provide the town's young people with somewhere to go, something to do and someone to talk to.

WHAT DO YOU NEED TO DO NEXT

Please complete our application form and return it to hr@wigan youthzone.org
If you would like an informal chat about the role please email nicola.varley@wigan youthzone.org to
arrange a call or tour.

*88% OF OUR TEAM WOULD RECOMMEND WIGAN
YOUTH ZONE AS AN EMPLOYER TO THEIR FAMILY
AND FRIENDS*

