



HEAD OF SPORTS

(DELIVERY LEADERSHIP TEAM)

JOB DESCRIPTION



OVERVIEW

COMPANY: Wigan Youth Zone

LOCATION: Wigan Youth Zone

SALARY: Up to £27,000

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.
- Charity worker discounts

POSTED: 18th February 2025

CLOSING: 9th March 2025

First interviews: 14th March 2025

Second interviews: TBA

SPECIALISM: Youth Work/ Sports coaching and management

REPORTS TO: Junior and holiday club manager

CONTRACT TYPE: Permanent

HOURS: 40 hours per week

WORK PATTERN:

Monday - Off
Tuesday - Admin Day
Wednesday - Admin Day
Thursday - 13.00-21.00
Friday-13.00-21.00
Saturday - 13.00-21.00
Sunday - Off

ORGANISATION TYPE: Charity

WHO WE ARE LOOKING FOR:

As someone who has a passion for sport and inspiring young people to engage a variety of activities, this is your opportunity to lead an energetic and vibrant team of youth workers and coaches, to deliver a high quality sports programme to young people between 8 – 19 years old.

Wigan Youth Zone's sports department consists of the sports hall, 10.5 metre climbing wall, skate park, gym, boxing gym and 4 muga pitches. As well as delivering in these areas of WYZ, you will have the ability to engage with the wider community, and help maintain and develop partnerships to enhance the sports offer to young people.

KNOWLEDGE AND UNDERSTANDING

- Knowledge of the issues affecting young people; empathetic and approachable, Willing to 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 sports and exercise activities
- To lead from the front following our vision and values and embedding these in our offer.

QUALIFICATIONS

A Professional Youth Work Qualification at Level 3 or above- Desirable

Level 2 Sports & Coaching - Desirable

Level 2 Gym Instructor - Desirable

WHAT WILL YOU NEED TO SUCCEED:

EXPERIENCE	
Extensive experience of delivering sporting activities to young people	Essential
Experience of managing budgets and resources	Desirable
Proven experience of working with young people aged 8 to 19 (25 with disabilities) in a range of settings	Essential
Proven experience of engaging vulnerable, disengaged or hard to reach young people	Essential
Experience of youth work	Desirable
Experience of managing a staff team, ideally including volunteers, full time and paid staff	Desirable
Experience of monitoring and evaluation processes	Desirable
Experience working in partnership with external agencies	Desirable
SKILLS	
Excellent communication skills to deliver activity programmes to a wide range of young people	Essential
Ability to motivate and engage staff, volunteers and young people	Essential
Strong commitment to young people and ability to engage and build positive relationships with disengaged young people	Essential
Ability to plan and deliver one off themed events for young people	Essential

Ability to manage and organise several tasks at a time	Desirable
Ability to take initiative as part of a team, and lead a team	Essential
KNOWLEDGE AND UNDERSTANDING	
Knowledge of the issues affecting young people and an ability to work with challenging behaviour	Essential

WHAT YOU WILL BE DOING

- Work within the performance framework of Wigan Youth Zone and OnSide;
- Represent Wigan Youth Zone positively and effectively in all dealings with internal colleagues, and external partners;
- 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);
- 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.

DUTIES AND RESPONSIBILITIES - DETAILED

- To plan, coordinate and deliver a comprehensive sports programme for young people which will enable them to build their confidence, social skills and overall wellbeing;
- To ensure that the sports programme is high quality and meets the needs of the young people.
- To motivate, encourage and support young people to participate fully in sports sessions.
- To engage, train and maintain an adequate staff of sports coaches.
- To manage, support and coordinate sessional staffing requirements for sports activities.
- To manage full-time, part-time workers and volunteers in sessions, coaching them to achieve their full potential within their given roles and monitoring their ability as sports coaches;
- To maintain a comprehensive and detailed up-to-date inventory of all equipment owned and / or used by the department.

- To ensure that staff, volunteers and young people comply with health and safety procedures and child protection legislation at all times.
- To manage and monitor the budget allocated to the sports programme effectively and efficiently across following departments; skate park, sports hall, gym and boxing
- To deal with any problems during Youth Zone sessions.
- To network with local appropriate sports clubs and community providers to develop joint working programmes;
- In conjunction with other partners, identify, support and develop talented young performers.
- To ensure that the members maintain a high standard of behaviour and discipline during sessions.
- To ensure the participation of young people in activities and that their ideas contribute fully in the delivery and evaluation of activities;
- To promote and safeguard the welfare of children and young people at all times.
- To be an active member of the team and operate in line with the values and principles of Wigan Youth Zone.
- As a member of the delivery leadership team, to act as deputy duty manager where required (training and support provided)
- To compile up to date risk assessments for all sports activities
- Signing off timesheets and overseeing staff rotas using UKG/Kronos

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@wiganyouthzone.org

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



wigan youth
zone

An **OnSide** Youth Zone

*INSPIRE AND EMPOWER THE NEXT GENERATION
TO REACH THEIR FULL POTENTIAL*

