



## **Role Profile**

**Job Role: Junior Club Team Lead**

**Accountable to: Universal Team Manager**

**Location: Blackburn Youth Zone**

**Status: 37.5 hours per week over 5 working days.**

**Salary: Upto £28,000 per annum (Dependent on experience, training and qualification)**

### **About Blackburn Youth Zone**

Blackburn Youth Zone is a 21st century youth hub located at the heart of Blackburn, open to young people aged 5 to 25 years old, aiming to change the prospects offered to young people in the area. Our vision is to be at the heart of the community, collaborating to create a more cohesive and prosperous Blackburn and Darwen.

Blackburn Youth Zone is built on land where, 100 years ago, Blackburn's first electricity generating station once stood. On the place where electricity first came to and powered the town, the Youth Zone is now powering the community through the energy and creativity of young people. What also makes us distinctive is our relationship with the local business community, who have wholeheartedly embraced the concept and pledged to work together to raise the aspirations of our town's young people, equipping them with life skills, increased confidence and independence which in turn will regenerate our town from the bottom up.

We are one of the leading youth organisations in Blackburn, with a membership of over 2,500 young people. We are open 7 days a week, 52 weeks of the year and offers over 40 different activities and opportunities in our open access youth club

### **Our Values and principles**

**OUR VISION** - Blackburn Youth Zone to be at the heart of the community, collaborating to create a more cohesive and prosperous Blackburn and Darwen.

**OUR MISSION** - To inspire all, to have fun, meet different people, try new things and challenge themselves to be the best they can be.

**OUR IMPACT** - The difference we want to make

We want to make a tangible difference to the lives of young people. Our work will result in young people:

- Being happier
- Engaging positively with young people from across Blackburn with Darwen
- Living healthier more active lifestyles
- Having increased opportunities to develop and achieve
- Feeling more empowered and connected with their surrounding community
- Respecting and engaging with the environment through new and exciting experiences
- Having increased aspirations and increased economic opportunities

### **OUR VALUES**

**H**onesty

**E**xcellence

**A**ccountability

**R**espect

**T**eamwork

## **Main Purpose:**

Our 5 to 12 years old services are the starting point for so many young people's journeys at Blackburn Youth Zone and it is fundamental to our commitment to children and young people.

You will, with the support of 15 plus part time staff, develop and deliver a well rounded play, activity and youth work service for children and young people from all backgrounds, abilities and needs. The role will require you to think creatively, drive and empower your team to ensure our services are progressive, exciting and reach the organisation's ambitions of being the **“The Number One Play and Youth Service in Blackburn with Darwen”**. You will achieve this by leading a service which exceeds the expectations of our young people, their parents/carers and our stakeholders.

Having oversight for our Mini's (5 to 7), Juniors (8 to 12) and Holiday Club (Out of term care provision for 8 to 12), you will be expected to work evenings and weekends (minimum of two per week) and be flexible with your working hours.

## **The Person**

**Passion for Young People:** We are looking for someone who is passionate about Youth and Play Work and wants to see the lives of 5-12 year olds transformed through access to exciting, fun and engaging programmes.

**Young People first:** With a passion for **“Young people first”**, you will be required to be responsive to young people's needs and fully endorse our vision and values through your day to day practice.

**Invest in yourself:** We believe our people are our greatest asset and we provide a training programme to ensure our staff learn, develop and progress. The expectation of you is to invest in your own development by taking full advantage of these opportunities, with full commitment and desire to be the best version of yourself, for the benefit of the town and its young people.

**Competencies:** The role will require you to have excellent **emotional intelligence, people's skills, leadership, organisational skills and a keen eye for detail and quality.**

**Main Responsibilities:**

**Service;**

- To devise, plan, and both directly deliver as well as coordinate a team of staff and volunteers to deliver a high quality play, youth work and activity programme, which offers a range sports, dance, music, arts, gym, digital, and targeted activities.
- Ensure services are exciting, safe, nurturing, innovative, developmental and directly responds to the diverse needs, concerns and interests of our members. The programme must be flexible, responsive, planned, educational and reflective of our strategic pillars.
- To directly manage all Mini Club, Junior Club, Holiday Club.
- Provide a universal service to all children and young people that is well marketed and reaches across the borough to ensure membership is reflective of local demographics promoting social mix within the sessions.
- To work effectively with the club's project leads, in order to identify young people and ensure the project performance is collectively achieved against the funding requirements.
- To monitor and evaluate sessions to ensure the best possible service for our members and to gather and report any required data or information required by funders.
- To Promote/raise awareness of Blackburn Youth Zones offer to children in key schools within the key catchment areas, ensuring we have a continued influx of membership.
- Coordinate the delivery of an effective school engagement calendar (from classroom presentations and assemblies, to parents evening, events and workshops); organising diary dates, delivering engaging presentations/workshops, ensuring appropriate staffing, preparing resources, collating event materials, etc.
- To build effective relationships with schools and be the key contact and to maximise promotional opportunities and build essential links with the schools.
- To review, monitor and evaluate on a regular basis the effectiveness of the Schools engagement delivery.

- To effectively coordinate the clubs Transport Service which will transport young people to the club who otherwise may not access our services. Via coach pick ups and walk in buses
- To engage parents proactively by building relationships and creating a first class reputation.
- To ensure effective transition for members between Junior and Youth Club.
- Develop the Holiday Club provision to be the provision of choice for 8-12yr olds in Blackburn and to ensure it offers exciting and developmental activities which represent value for money.
- Ensure the participation of young people and that their ideas contribute fully in the planning, delivery and evaluation of sessions, projects and activities.
- To monitor, record and evaluate work and provide reports and information as required in order to ensure a consistently high-quality play work provision and demonstrate the impact of the Youth Zone.
- Where appropriate, act as Project Manager ensuring the coordination and completion of projects on time, within budget and within scope; completing any reports or other monitoring and evaluation required.
- To prioritise the development of effective partnerships that make a difference to our members' lives and the provision we are able to offer through joint working with other agencies/services/schools to ensure a holistic approach in service delivery to young people.
- To work with the Marketing team to ensure the Junior offer is marketed effectively across the borough so existing and new members are informed of what is on and how they can get involved.
- To have responsibility for measuring, monitoring and reporting on the impact our services make on young people. Providing a range of creative case studies and testimonials.
- Any other work requested by your line manager that relates to the role.

#### **Leadership and management skills;**

- To manage and support a team of part time, sessional youth workers; sports, dance, music, arts, gym, digital and volunteers to contribute to the development of activities, understand the session plan and effectively carry out their role.
- To work towards agreed targets including attendance, participation, progression and Key Performance Indicators.
- To effectively establish meaningful partnerships with schools and agencies, which allow us to extend our reach and strengthen our services for children across Blackburn with Darwen.
- To provide regular supervision and appraisals of all sessional and part time staff.
- Manage resources associated with the area of responsibility
- To understand and adhere to BYZ policies and procedures and ensure all staff and volunteers are responsible for doing likewise.
- To manage the Junior and Holiday Club budget and other resources effectively to maximise the benefits to young people.

#### **Safeguarding and compliance;**

- To have responsibility for promoting and safeguarding the welfare of children and young people at all times, including recording and documenting all concerns and liaising with the Safeguarding Officer to complete follow ups and actions.
- Ensure the charity has a robust approach to risk management, including person centred risk assessment and risk management processes
- To understand and adhere to BYZ policies and procedures and ensure all staff and volunteers are responsible for doing likewise.
- To be a Principal Key Holder, with responsibility for the building and health and safety during sessions and securing of the building at the end of a session.
- To promote social integration and inclusion, and proactively challenge any prejudice and discrimination.
- To keep updated with any new legislation, policies and procedures related to primary years.

**Person Specification: Applicants should be able to demonstrate that they can meet the following:**

<b>Selection Criteria* A = Application Form I = Interview</b>	<b>Essential or Desirable</b>	<b>Method of Assessment Application and/or Interview</b>
<b>Experience</b>		
Significant experience with working with young people ages 5-12 both in groups and individually.	E	A/I
Demonstrable experience of supporting young people who are disaffected, underachieving and or have social/emotional barriers to participation	E	A/I
Experience of managing staff and providing regular supervision.	E	I
Desirable point around/on “floor management” and experience with leading play provisions (Either in after school provision and/or Onside network)		
Organising and programming play work.	E	I
Ability to network and build positive relationships with schools and agencies	E	I
Experience with managing/leading early and primary years childcare.	D	A/I
<b>Education/Training/Qualification</b>		
Play work, childcare or equivalent qualification	D	A
First Aid	E	A
<b>Skills</b>		

Strong commitment to young people and ability to engage and build positive relationships with disengaged young people.	E	I
Ability to identify and challenge discrimination and discriminatory behaviour, taking appropriate action as necessary.	E	I
Good organisational skills.	E	I
Ability to plan, monitor, evaluate and prioritise work through setting realistic targets.	E	I
Ability to lead and motivate a team of part-time staff and volunteers. Ability to coach others and bring out the best in them.	E	I
Ability to network and liaise with relevant partner agencies in the area.	E	I
Ability to demonstrate and practice adequate IT skills.	E	A

Knowledge		
Understanding of the role of play in children's lives	E	I
Delivery of play work within an equal opportunities framework.	E	I
Understanding of issues affecting young people's lives.	E	I
Demonstrable knowledge of Health and Safety, Diversity Awareness and Safeguarding best practice and how these relate to young people and staff within the Youth Club.	E	A
Personal Qualities		
Patience, tolerance and flexibility.	E	I
Outcome and Target Driven.	E	I
Creativity and enthusiasm.	E	I



Happy to work regular evenings and weekends	E	I
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**Selection criteria for guidance only, alternative methods may be used to assist the selection process**

**Working hours**

The hours of work are those necessary to fulfil the requirements of the position. This will involve working unsocial hours in evenings and at weekends during Youth Zone sessions or at events, and also working during the day.

**Remuneration package**

Salary: Upto £28,000 per annum (Dependent on experience, training and qualification)  
Holidays: 33 days inclusive of 8 Bank Holidays (pro rata)  
Pension: Eligible, after six months' service, to join Blackburn Youth Zone Pension Scheme; 3% of salary is contributed by the Youth Zone, if the employee contributes 3% or more.  
Benefits: Enhanced maternity benefits, use of onsite gym, 33 days holiday inc. bank holidays, birthday off.

Notice period: 12 weeks

**Disclosure and Barring Service Check**

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

**Application Process**

Please email a CV to [hr@blackburnyz.org](mailto:hr@blackburnyz.org), together with a concise covering letter setting out your reasons for applying for this position.