



## **Role Profile**

**Job Role: Youth Club Team Leader**

**Accountable to: Universal Team Manager**

**Location: Blackburn Youth Zone**

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

**Salary: Upto £27,000 (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 21 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 offer 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:**

The Youth Club Team Leader role is a crucial role within our mission of making sure BYZ is “the Number One Service for young people”. You will be responsible for the coordination, leadership, planning and delivery of Blackburn Youth Zone Youth Club provision for young people aged 13 to 19 years (21 with a disability). Working positively, collaboratively and at pace with an enthusiastic and energetic youth work team, you will ensure our programme and offer for young people is of high quality, meets the needs of every young person in Blackburn with Darwen and ensures our offer reflects and exceeds on the wishes, needs and views of young people.

You will hold line management responsibility seeking to ensure that there is strong evidence of effective performance in line with our vision, mission, values and strategic objectives. The role will require you to have previous experience within a youth work setting and strong evidence of excellent safeguarding knowledge and practice.

**Main Responsibilities:****Service;**

- To ensure that the offer for young people is the best possible service, ensuring there is a diverse range of activities that create opportunities and encourage young people to participate and have a go at new things
- To work towards agreed targets including attendance, participation, progression, impact and evaluation and key performance indicators
- Ensure the programmes meet the needs of existing and new members, engages a diverse range of young people from across BwD and support their active participation and promote their retention
- Maintain a good understanding of the young people we work with, their issues and challenges and the complexities of delivering in a large open access setting through direct work with young people during sessions and through good communication with the team.
- To ensure that the youth work delivery is carried out in a planned, systematic

coordinated way and evaluated.

- To deal with any problems during the sessions and to provide appropriate intervention while advocating for all young people and ensure young people receive appropriate support
- Ensure participation is meaningful for young people and that their ideas contribute fully in the planning, delivery and evaluation of sessions, projects and activities.
- To be target driven and quality assure and provide reports and information as required in order to ensure a consistently high-quality youth work provision and demonstrate the impact of our work with young people.
- 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.

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

- To promote a positive image of Blackburn Youth Zone through professional operation and conduct with all our stakeholders and the general public.
- To manage, support and motivate a team of part time, sessional youth workers and volunteers to contribute to the development of activities, understand the session plan and effectively carry out their role, working with the youth work manager to support their continuous professional development.
- Deliver a strong performance management culture that encompasses our values
- Manage resources associated with the area of responsibility
- Effectively manage people, drive and improve performance and ensure our staff team are able to deliver to their full potential for the interest of our service users
- Work collaboratively with partners to maximise outcomes for 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.

- 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.

**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>		
Experience with working with young people ages 13-19 both in groups and individually.	E	A/I
Face to face delivery with young aged 13 to 19 years old.	E	A/I
Experience of working in an outreach or detached setting	E	I
Experience in the management of services dedicated to young people 13 to 19	D	I
Planning and delivering a programme of youth work activities	E	I
<b>Education/Training/Qualification</b>		
Youth Work Level 2 or equivalent	D	A
First Aid	D	A

Skills		
Strong commitment to young people and ability to engage and build positive relationships with disengaged young people.	E	I
The ability to develop, plan, monitor and evaluate programmes of work appropriate to the different needs, abilities and interests of young people	E	I
Strong evidence of effective leadership and management	E	I
Ability to use initiative in decision making and resolving problems	E	I
Excellent written and oral communication skills	E	I
Good organisational skills.	E	I
Ability to adhere to and maintain effective relationships with young people, staff, parents, carers and other colleagues within appropriate professional boundaries	E	A/I
Ability to work flexible hours to meet the needs of children (evenings, weekends, residential)	E	I
Knowledge		
Understanding of the principles of good youth work practice	E	I
Ability to identify and challenge discrimination and discriminatory behaviour, taking appropriate action as necessary	E	I
Understanding of issues affecting young people's lives	E	I
Knowledge and understanding to Safeguard Children & Young People	E	A
Ability to work in accordance with national, local and organisational Child Protection and Safeguarding policies and procedures.	E	I



Ability to identify and appropriately respond to cases of potential or actual child abuse	E	I
<b>Personal Qualities</b>		
Positive and enthusiastic	E	I
Punctual and reliable	E	I
Commitment to personal and professional development.	E	I
Able to work evenings, weekends and school half terms	E	I
A believer: a genuine passion for making a difference to the lives of children and young people.	E	I

**\*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: £27,000 dependant on experience  
 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.

Notice period: 4 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.