

Job Description

Job title	Employability & Enterprise Worker
Reporting to:	Senior Club Youth Work Manager
Location:	The Way Youth Zone
Key Relationships:	Youth Zone staff, young people, parents, key partners in the City

Job Purpose:

To develop and deliver a programme of activities within the Enterprise Zone that will raise young people's aspirations and employability.

Context of the post:

Attracting young people from across the borough with its fantastic facilities, the Way Youth Zone provides positive activities and practical support, especially for those who are disadvantaged. The Youth Zone enables young people to make constructive use of their leisure time and to raise their aspirations. The centre is open seven nights a week, at weekends and during school holidays. The Youth Zone also develops and delivers targeted projects to improve the lives of disadvantaged and vulnerable young people in the area. With over 4,400 members at the end of our first year of opening, we provide 20+ activities each evening to over 1,200 young people, 52 weeks a year.

We are more than just an activity centre. We provide young people with 'somewhere to go, something to do and someone to talk to'. Our team of around 75 staff and over 100 volunteers provide a safe, supportive and inspiring space for young people to make the very best use of their leisure time and acquire the skills, knowledge and confidence to lead healthy and successful adult lives. We inspire young people to be ambitious, raise their aspirations and help our members to define and realise their goals.

Our service is in an award winning iconic two-storey building with an impressive array of facilities including a dedicated sports hall, a climbing wall, gym, boxing ring, dance and performing arts studio, art room, media suite, kitchen, music spaces, cafe, social areas and an outdoor floodlit all-weather pitch.

The Way Youth Zone's Values and Aspirations

The Way Youth Zone is a place of activity, adventure and fun for all young people where they can try new experiences and learn new skills. The Way Youth Zone supports young people to reach their full potential, grow their dreams and achieve their goals.

We are looking for someone who can deliver this aspiration for Wolverhampton's young people and share the following values:

TOGETHER We are committed to building positive, inclusive relationships with all. Individuals are respected and celebrated within The Way community.

HONEST	We are open and sincere. We act with integrity and transparency and are accountable for our words and actions.
ENERGETIC	We approach all we do with a 'can-do' attitude. We are positive, dynamic and flexible and always give our best for Wolverhampton's young people.
WELCOMING	We create a safe, positive and supportive atmosphere for all. We care for people and are passionate in all we do.
ASPIRATIONAL	We are constantly evolving and always seek to improve. We grow, progress and develop as an organisation and as individuals. We lead by example and inspire others.
YOUTH-LED	We are needs-led and young person focused throughout our work

Duties and Responsibilities General

- Be a role model for young people and present a positive "can do" attitude
- Take personal responsibility for own actions
- Commit to a culture of continuous improvement
- Work within the performance framework of The Way Youth Zone and OnSide Youth Zones
- Represent The Way 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 and 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 safeguarding officer 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 Way Youth Zone and positively contribute towards increasing Youth Zone membership through contributing to an aspirational programme.

Duties and Responsibilities - Detailed

- To work directly with children and young people to develop their social skills and build their confidence by delivering programmes of activities, services and facilities at Wolverhampton Youth Zone which will take place during the evenings, at weekends and during school holidays and will occasionally include residential work (the focus of the work is to raise aspirations and employability)
- To set up enterprise programmes to deliver to the Youth Zone members
- To set up and run a Job Club for young people
- To design and develop programmes with the Youth Zone's Patrons where appropriate, which will benefit Youth Zone members
- To introduce programmes that will enable young people to develop enterprise skills
- To directly deliver a planned, high quality programme of activity that is exciting, safe, innovative, developmental and directly responds to the diverse needs, concerns and interests of the members
- To tender for grants and other funding streams for resource and delivery costs.
- To campaign for bids to develop the offering for Employability at the Youth Zone.
- To establish positive relationships with children and young people
- To work with children and young people in groups, one-to-one and in outreach settings
- To work flexibly to ensure the needs of the members are met, including disadvantaged children and young people and those with disabilities or additional needs
- To ensure that the members maintain a high standard of behaviour and discipline during sessions
- Carry out any other reasonable duties as requested by manager

Special Requirements

- This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS)
- A willingness to work unsocial hours during evenings and weekends is required
- 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 Wolverhampton Youth Zone.
- The ability and willingness to travel to meetings and events both in the City and beyond

Person Specification

Selection Criteria*	Essential or Desirable	Method of Assessment
A = Application Form I = Interview T = Test/Personality Profile		
Experience		
Face to face activity delivery, working with children and young people (aged 11 plus) both in groups and individually	Essential	A & I
Experience of supporting young people who are disaffected, underachieving and / or have social / emotional barriers to participation	Essential	A & I
Experience of working in a team and alongside volunteers	Essential	A & I
Organising a programme of youth work activities	Essential	A & I
Experience		
Experience of working with young people with additional needs and disabilities	Desirable	A & I
Experience of working in an outreach or detached setting	Desirable	A & I
Residential work with young people	Desirable	A & I
Experience of running job skills workshops	Desirable	A & I
Experience of working with young women's groups	Desirable	A & I
Experience of having run a business	Desirable	A
Educational / Vocational Qualifications		
Introduction to Youth Work or Youth and Community Work NVQ / VRQ Level 1 or Level 1 Sports Leaders Award	Desirable	A
Skills		
Strong commitment to children and young people and an ability to engage and build positive relationships with all young people, including disengaged and disadvantaged young people	Essential	A & I
Ability to work with young people to develop their social education by providing programmes of activities that are fun and enable young people to develop	Essential	A & I
Ability to coach, encourage, motivate and provide reliable support to children and young people	Essential	A & I
Confident in managing a group of children and young people	Essential	A & I
Ability to identify and challenge discrimination and discriminatory behaviour, taking appropriate action as necessary	Essential	A & I
Excellent written and verbal communication skills	Essential	A & I
Knowledge		
Understanding of the principles of working with children and young people	Essential	A & I
Understanding of issues affecting young people's lives	Essential	A & I
Knowledge of health and safety, diversity awareness and safeguarding best practice and how these relate to children and young people	Essential	A & I

*Selection criteria for guidance only, alternative methods may be used to assist the selection process

The Way Youth Zone is committed to safeguarding and promoting the welfare of children, young people and vulnerable groups.