**Membership & Attendance Coordinator – 24 hrs pw initially for 6 months)**

**Up to £23,000 pro rata to 40 hrs (depending on experience)**

Wirral Youth Zone (part of the OnSide network) which opened in Birkenhead in April 2017 is attracting young people from across the borough and beyond through its fantastic facilities. The Youth Zone is a registered charity (no. 1163183 ) and provides positive activities and practical support, with the aim of enabling young people to make constructive use of their leisure time and raise their aspirations. The Youth Zone is open seven nights a week, at weekends and during school holidays and already has a membership of 6,000. We need, however, to ensure that our membership is diverse and representative and that any barriers to engagement are removed.

**The Role**

**A unique opportunity** **to ensure target membership, attendance and engagement numbers are achieved and in doing so are diverse, representative of the local community and include the hardest to reach young people.**

**A comprehensive role profile is available via our website but in particular, you will**:

* Analyse data in order to identify areas of lower membership, attendance or ongoing engagement giving particular consideration to geographic areas and specific groups, e.g. LGBT, disability, ethnic minorities, looked after children etc.
* Identify barriers to membership, attendance and engagement
* Develop plans to overcome barriers which may include; perception, misinformation, transport, finance, fear, programme content etc.
* Ensure plans both influence and are influenced by direct outreach work with young people
* Engage with a wide range of individuals, partners, agencies etc. in the exploration, development and delivery of plans and solutions, e.g. police, transport providers, schools, residents’ groups, local authority, Youth Zone team, other youth work providers and most importantly young people
* Coordinate the delivery of solutions
* Contribute to monitoring and evaluation to ensure a consistently high quality of work and to demonstrate the impact of the Youth Zone.
* Contribute to the development and management of robust partnerships with a wide range of organisations for the benefit of young people.
* Represent the Youth Zone within the community, make presentations and attend networking opportunities

**The Person**

We are looking for someone who can deliver on the young people’s aspirations and who:

* is a positive role model for young people who believes and recognises young people’s potential
* has positive and “can do” attitude
* takes responsibility for their own actions
* is committed to a culture of continuous improvement and subscribes to a “tonight’s better than last night” philosophy
* is willing to go the extra mile to ensure great provision for young people

Closing date for applications: **9am, 10th November 2017**

Interviews: **Interview and assessment day w/c 13th November**

**You will also be invited to a Youth panel interview**

For more information or an informal chat please contact Adam Mellor Head of Youth Work e: adam.mellor@thehiveyouthzone.org or 07590 836 366

To apply and for more information, please go to the vacancy page on our website: <http://www.thehiveyouthzone.org/vacancies/>

**Application Process**

Please complete an application form and email to mark.easdown@thehiveyouthzone.org

**together with a one page covering letter** setting out your reasons for applying for this position.  In addition, please provide the following information:

1. Details of your current or most recent remuneration package;

2. If you are currently employed, your notice period;

3. If you have at any time been convicted of a criminal offence, please provide the details in strict confidence.

**We request no contact from agencies.**

**Wirral Youth Zone is currently advertising a number of part time posts. Applications for more than one position for candidates wishing to be considered for full time work will be considered**

**Wirral Youth Zone are committed to the safeguarding of young people. This post is subject to an enhanced DBS check.**