**Candidate Briefing Document
Chief Executive – Wirral Youth Zone**

1. **Introduction and Background**

Wirral Youth Zone (The Hive) is part of the OnSide Youth Zones network, and opened its doors to local young people in April 2017. Each OnSide Youth Zone is registered as an individual and independent charity and operates to OnSide’s model of best practice. Wirral Youth Zone is a £6 million building, with state-of-the-art facilities for a wide range of sporting, artistic, cultural and general recreational activities, as well as targeted youth services. The team at The Hive consists of professional and experienced staff, as well as an ‘army’ of volunteers from the local community in Wirral. The Youth Zone has become a platform for the local community to provide for the social, emotional and physical wellbeing of young people; and is a key resource for all the young people in the area.

The Hive is open seven days a week; including when schools are closed and in school holidays. It provides a safe meeting places for young people where they can participate in a wide range of positive activities for a nominal entrance fee of 50p. Sessions are split between Seniors (age 13 to 19, and up to 25 for young disabled people) and Juniors (age 8 to 12). During each session a team of youth workers, activity coordinators and volunteers provide a range of engaging and inspiring activities, with up to 200 young people attending each day. The Hive has a staggering membership of approximately 4000 young people since opening! To maintain these levels, the sessions must remain relevant to young people’s changing needs and it is therefore essential that the programmes are young people-led; we embrace the culture of every day is better than the day before. Within The Hive a number of projects have been developed including mentoring, employability and enterprise, all of which further improve the lives of disadvantaged and vulnerable young people. Residentials and events with other Youth Zones are also part of our wider programme.

**OnSide**

Whilst OnSide has a culture of understatement about the impact of its work, claiming no more than its Youth Zones provide young people with “somewhere to go, something to do and someone to talk to”, our social impact should not be underestimated. We have the power to steer many young lives in the right direction, leading to happier, healthier, more productive adults. The outstanding quality of the facilities is a concrete demonstration of the belief that young people deserve the best. Wirral Youth Zone benefits from the guidance, direction and support from colleagues and partners across the network.

1. **The Role**

The dimensions of the role of Youth Zone Chief Executive defy definition in conventional terms. It is strategic and requires effectiveness at a high level, yet at the same time demands very detailed and hands-on management. The Chief Executive has responsibility for a revenue budget of £1.6m per annum. A willingness to get stuck into the detail, in an environment without corporate support structures, is therefore as important as the ability to influence effectively at the most senior levels. As one Board member put it, the role is “not a suit”.

The Chief Executive reports to the Chairperson of the Board. The relationship is supportive and challenging, enabling them to deliver on-going success for the Youth Zone. OnSide remains involved, both as a Board Member and a support network for the Chief Executives and the Youth Zone teams.

Key result areas for the Chief Executive are:

* To work with the Chairperson and the Board to lead the on-going development of the Youth Zone strategy and plan;
* To deliver on a robust funding plan, which will enable the Youth Zone to operate sustainable with an appropriate level of reserves;
* To continue to inspire the team - helping them to be effective as individuals and together; supporting them to deliver a wide range of ever-changing and improving activities for young people;
* To provide clear leadership for the team;
* To work with other external stakeholders and partners locally; generating added benefits for young people.

What success looks like:

* There will continue to be up to 200 young people attending every session, inspired by the continually-changing programme on offer; but we think its much more than this; there will be demonstrable evidence of growth, development, progression of the young people we support;
* The team is strong, well supported and effective at delivering a great, innovative service for young people;
* Ongoing private sector revenue funding secured;
* The local authority and business community will continue to feel engaged and that their money is well spent, enjoying the strategic business relationships the Youth Zone has created for them;
* Financial control and understanding is in place, with new income streams being generated to enable additional work to be done and to ensure the long term sustainability of the Youth Zone;
* The whole community continues to see the Youth Zone as an asset for the area, and understands how they can get involved.
* The achievement of ‘Exceptionality’ is at the forefront of everything we do.
1. **The Person**

Candidates will be expected to evidence the following experience, skills, and personal qualities:

* Any background which demonstrates sound commercial and business management skills;
* A successful record of developing organisations and implementing strategies and business plans;
* Experience of managing a team, ideally on multiple shifts;
* Personal authority and credibility at senior level;
* A results driven, energetic approach, focussed on solutions rather than obstacles;
* Strong relationship management skills: someone who can sell concepts and identify opportunities through discussion, a savvy and effective sales person for the organisation;
* An effective communicator, both spoken and written, together with strong influencing skills;
* Able to move comfortably from the strategic to the practical and hands-on;
* A self-starter, someone who ‘lifts stones’ and generates new work streams;
* Organised and systematic;
* Financially literate;
* A believer: a genuine passion for making a difference to young people’s lives;
* Experience of the voluntary sector and/or working with young people is an advantage but not essential.
* Willing to travel and be flexible.
1. **General**

The normal hours of work are 40 per week, or those necessary to fulfil the requirements of the position. There will be a requirement to work outside the normal 9 to 5, Monday to Friday, working week, including both evenings and weekends. This will mean working flexibly across the week, to suit the needs of both the role and the individual. The Hive is part of the OnSide Youth Zones network and so attendance at network meetings and events (nationally) is critical.

Remuneration package

Salary up to £50,000

Pension You will automatically enrolled into the Company Pension scheme, in line with current legislation requirements

Holidays 33 days inclusive of bank holidays

Notice period Three months following satisfactory completion of a six-month probationary period (one week during probationary period)

**The strength of the OnSide Network of Youth Zones is the diversity of its people, we place huge value on different people doing things in different ways and we welcome applications from what might be considered none traditional backgrounds. The one thing we all have in common is our desire to raise the aspirations of young people across the country. The Hive is also committed to the safeguarding of young people. This post is subject to a DBS check.**

**Appendix 1: Duties and Responsibilities**

Vision and Strategy

* Clearly articulate the mission, vision and values of the Youth Zone
* Provide clear leadership and direction
* Lead on the consultation, creation and delivery of the Youth Zone’s strategy and plan
* Act as a source of inspiration to all employees, Youth Zone members, Board members, volunteers, supporters and wider stakeholders
* Take appropriate steps to identify and effectively manage risks

Governance

* Support the Chairperson in maintaining the capabilities and leadership of the Board
* Work with the Board in fulfilling the charity’s constitutional, regulatory and legal obligations
* Ensure the Board is supported and challenged
* Understand and clearly communicate to Board members and others the views and needs of young people

Management

* Manage senior staff, supporting them to set targets and strategies and be accountable for their performance
* Allocate organisational resources, manage on-going challenges and opportunities, and support the senior staff to do likewise
* Inspire the staff and volunteers to give their best and support them to uphold the Youth Zone’s sense of identity and deliver a wide range of activities for young people
* Determine staffing requirements based on agreed budgets
* Be responsible for all matters concerning the recruitment and employment of staff
* Ensure all legal obligations relating to staff are observed and set and guide the policy with regard to volunteers

Fundraising

* Accountable for the Youth Zone’s fundraising strategy and activities
* Work with staff, Board members and external organisations to seek new sources of income
* Work with the Head of Fundraising to develop their strategy, assist with major bids and meet potential and existing funders where appropriate
* Ensure that feedback to supporters and funding bodies is appropriate and high quality

Finance and Assets

* Responsible to the Board for the financial health of the Youth Zone
* Prepare annual budgets for presentation to the Board
* Ensure effective financial management, including a successful annual audit
* Responsible for all the capital assets of the Youth Zone
* Ensure proper maintenance and upkeep of the buildings, premises, vehicles and equipment owned or leased by the Youth Zone

Delivery

* Responsible for the operation of the Youth Zone and all its projects, working with appointed members of staff
* Establish (through consultation) and monitor agreed performance measures
* Ensure that comprehensive and appropriate policies, covering all facets of the Youth Zone’s operation, are developed, maintained and observed
* Ensure that policies for Child Protection and Safeguarding are in place and are practised
* Keep ‘a finger on the pulse’ across all the Youth Zone’s activities and deal with any serious issues that arise

Youth Zone in the Community

* Protect and enhance the reputation of the Youth Zone
* Promote and lead the Youth Zone’s working relationships and partnerships with the Council, key partners and other local organisations
* Promote and develop the Youth Zone brand and ensure a high level of awareness across the community

**OnSide Youth Zones Values**

As a Youth Zone community our values provide us with cohesion as a group. We celebrate our differences; however these values help ensure our actions, behaviour and motivations as colleagues and volunteers reflect our shared vision.

The values of the OnSide Youth Zone Network are:

* **Young People First:** young people are at the heart of everything we do, inspiring and challenging us to deliver services that exceed their needs and challenge them to be the best they can be.
* **Excellence:** we encourage ourselves and each other to be best we can be through continuous learning and improvement, and a focus on finding solutions.
* **Respect:** we act with honesty and integrity, celebrating diversity across the whole organisation and caring about each other, our young people and the Youth Zone environment.
* **Collaborative:** we will create and nurture strong, creative partnerships, working together to achieve better results and outcomes for young people.
* **Ambitious:** we are passionate and driven in taking on new challenges, embracing new ideas, and exceeding our ambitions for young people, the Youth Zones and our local communities