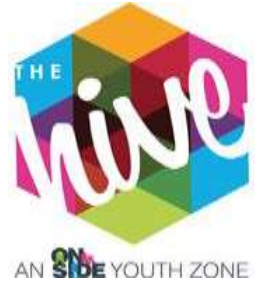


# SESSION COORDINATOR



**Location:** The Hive, Wirral Youth Zone and street based

**Hours:** 20 hours per week including weekends and late nights

**Pay:** Up to £24,000 per annum (£12,000 pro-rotta)

**Reporting to:** Head of Youth Work

**Contract:** Initially until 31<sup>st</sup> December 2022

## **About Us**

The Hive, Wirral Youth Zone, is a purpose-built facility for young people aged 8-19, or age 25 for anyone with a disability. Alongside providing young people with access to a range of activities under youth work provision, The Hive ensures young people have somewhere to go, something to do, and someone to talk to.

Wirral Youth Zone is centrally located and dedicated to raising aspirations and changing the lives of young people, giving them 'Somewhere to go, something to do and someone to talk to'. Operating 6 days a week, at weekends and during school holidays, the Youth Zone's purpose is to help young people grow to be happy, healthy, and successful adults. The state-of-the-art £6 million building provides young people with access to a range of activities, offering them the opportunity to try new things, meet new friends and gain support from friendly, warm, and positive staff and volunteers. The facilities include a 3G pitch, a gym, sports hall and recreation area, and dance, arts, music, and media suites.

## **The Role**

To support our youth work leads in taking responsibility for the delivery of the youth work programme at The Hive, ensuring all young people accessing the Youth Zone have access to a fun, creative, active, and developmental programme. You will provide leadership and support to the youth work delivery team including paid staff and volunteers. As a lead member of the delivery team, you will work across all Youth Zone sessions where required and will have lead responsibility for sessions in the absence of the Lead workers. You will support the offer to 8-19-year-olds (up to 25 with a disability) ensuring this is a high offer focused on the needs of young people and in line with The Hive's aspirations to provide young people with the best possible experiences.

## **Responsibilities- General**

- Work within the performance framework of Wirral Youth Zone and OnSide
- Represent Wirral Youth Zone positively and effectively in all dealings with internal colleagues, and external partners
- Take Duty Manager Responsibilities in the absence of the session lead, ensuring young people have access to engaging, safe activities
- To manage behavior on sessions ensuring any incidents are dealt with in a timely manner
- To assist with any promotional activities and visits that take place at the Youth Zone
- To actively promote the Youth Zone and positively contribute towards increasing Youth Zone membership
- To be the Project lead for funded projects as and when required
- To adhere to Wirral Youth Zone policies at all times, with particular reference to Health and Safety, Safeguarding and Equal Opportunities

## **Duties and Responsibilities - Detailed**

- To support on the development, implementation, and review of the of club offer by

- Ensuring the programme is safe, creative, fun, challenging and contributes toward the development and growth of young people, in particular confidence, social skills, resilience, health and aspiration.
- Ensuring regular review and evaluation of the programme including capturing the outcomes and positive impact, recording soft and hard outcomes,
- Presenting case studies and celebrating the achievements of young people
- To lead the delivery team on sessions providing:
  - Clear hands-on leadership, role modelling and coaching to ensure high standards of delivery are maintained
  - Clear structure, purpose underpinning every session with clear session briefs and debriefs
  - Leading behaviour management during sessions to ensure The Hive is a welcoming environment for all young people
- To support the Youth Zone promotional and outreach plan working in the community both with partners and directly with young people
- To work with the Youth Zone, staff to identify opportunities and funding for additional opportunities and experiences for young people
- To take a lead role in ensuring the safeguarding of young people by ensuring that you fully understand and implement all of the roles and responsibilities in relation to Safeguarding Children and Young People
- To develop effective joint working with schools and other agencies to ensure a holistic approach in service delivery to young people including representing the Youth Zone at meetings with partner agencies
- To lead on a detached Youth Hub on a Wednesday night at a nearby location
- To support the Outreach team on street-based Outreach and school and community Outreach as and when required.
- To act as a key holder and take responsibility for the close down and opening up of the youth zone as required
- To support across the whole Youth Zone as required which will include evenings, weekends and daytimes especially during school holidays.
- Carry out any other reasonable duties as requested by management

### **Additional Information**

The successful candidate will join a strong, supportive team often referred to as a family who all share the aspiration of giving young people the best opportunity to be the best version of themselves. The successful candidate will be given access to an employee assistance programme provided by Medicash, be eligible for the team recognition scheme and will be given the opportunity to attend multiple training sessions. Successful candidates will also have use of the onsite gym during restricted hours subject to a gym induction.

### **Personal Specification**

<b>Selection Criteria*</b> A = Application Form I = Interview T = Test/Personality Profile	<b>Selection Criteria*</b>	<b>Selection Criteria*</b>
<b>Experience</b>	<b>Experience</b>	<b>Experience</b>
Proven experience of working with young people aged 8 to 19 (25 with disabilities) in a range of settings	Essential	A & I
Proven experience of engaging vulnerable, disengaged, or hard to reach young people	Essential	A & I
Experience of youth work	Essential	A & I
Organising and delivering a programme of youth work activities in an open access setting	Essential	A & I
Experience of work with those with disabilities	Desirable	A & I

Experience of monitoring and evaluation processes	Desirable	A & I
Experience managing externally funded projects	Desirable	A & I
Experience providing information, advice, guidance and support to young people	Desirable	A & I
<b>Skills</b>		
Excellent communication skills to deliver activity programmes to a wide range of young people	Essential	A & I
Ability to motivate and engage staff, volunteers, and young people through sessional work	Essential	A & I
Strong commitment to young people and ability to engage and build positive relationships with disengaged young people	Essential	A & I
Ability to establish good professional relationships with young people, adults and partner agencies/organisations	Essential	A & I
Ability to manage and organise several tasks at a time	Essential	A & I
Ability to take initiative as part of a team, and lead a team	Essential	A & I
IT literate	Essential	A & I
<b>Educational / Vocational Qualifications</b>		
A professional youth work qualification at level 4 or above or relevant experience	Essential	A
GCSE or equivalent literacy and numeracy	Essential	A
A management or leadership qualification	Desirable	A
<b>Knowledge</b>		
Understanding the challenges faced by young people and issues facing their lives	Essential	A & I
Understanding of youth work theory and practice	Essential	A & I
An understanding of safeguarding and currently policies initiatives	Essential	A & I
A wide ranging "toolbox" of youth work resources, activities and challenges to impart to the delivery team	Desirable	A & I

# ON INSIDE YOUTH ZONES NETWORK VALUES



## 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.



## 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.

## COLLABORATIVE

We will create and nurture strong, creative partnerships, working together to achieve better results and outcomes for young people.

