**Job Role**

**Job Title: Girls Room Co-ordinator**

**25 hour post**

**Job Ref:**

**Salary:** £8.67 - £9.20 per hour (dependant on experience)

**Hours:** 25 hours per week

**Permanent contract**

**Location:** Wigan Youth Zone, Parsons Walk, Wigan

**Job Purpose: Are you passionate about supporting young people around issues that affect them in today’s society!?**

The job will require you to line manage the Girls Room staff team, to support them in developing and delivering a range of Targeted projects and activities within our Girls Room. To organise staff rotas, annual leave and the overall supervision of the Girls Room team. Admin hours will be allocated for this as well as being utilised for planning projects. You will be required to work 4 nights face to face delivery within the Girls Room in addition to this. Delivery hours will be working with our Senior’s aged 11-19 (up to 25 with additional needs). You will be working predominately with young women and girls but not exclusively, as we are always inclusive. Activities should predominantly have a main focus on health and well-being/issue based work but not exclusively. We are looking for someone to empower and inspire our young people and staff team.

**Context of the post:**

Wigan Youth Zone provides a safe meeting place for young people, particularly those from disadvantaged backgrounds, where they can participate in a wide range of positive activities, all for just 50p. The two-storey building has a four-court sports hall with climbing wall, a fully-fitted fitness suite, a boxing gym, dance and performing arts studios, as well as music, media and visual arts facilities. There is a cafe, together with recreational and social areas. Externally there are four all-weather kick-pitches. Wigan Youth Zone is open 7 days a week, 52 weeks a year, providing local young people with somewhere to go, something to do and someone to talk to.

**Job Description**

**Main duties and responsibilities**

* To Line Manage the Girls Room Staff Team.
* To Line manage and deliver Targeted projects.
* To liaise with Schools/other services in relation to Targeted projects.
* To work directly with children and young people to develop their social skills and build their confidence by delivering programmes of activities and services;
* To empower young people to reach their full potential.
* To directly deliver a high quality programme of activity that is exciting, safe, varied, innovative, developmental and directly responds to the diverse needs, concerns and interests of the members;
* To establish positive relationships with children and young people;
* To respond to the needs of the young people through activities in the girls zone area;
* To support and motivate part-time staff and volunteers working in the girls zone area;
* 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;
* 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 Wigan Youth Zone.

**General**

* To be alert to issues of safeguarding child protection, ensuring the welfare and safety of Youth Zone members is promoted and safeguarded, and to report any child protection concerns to the designated Child Protection Officers 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 Youth Zone and positively contribute towards increasing Youth Zone memberships.
* To adhere to Wigan Youth Zone policies at all times, with particular reference to Health and Safety, Child Protection and Equal Opportunities.

**Other duties**

* To carry out any other duty with the Youth Zone provision and facility operations, and within the competencies of the post holder, as directed by your line manager or a senior manager.

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Experience** |
| Face to face activity delivery, working with children and young people both in groups and individually | ü |  |
| Experience of delivering activities and / or targeted personal development programmes | ü |  |
| Experience of working with young women | ü |  |
| Experience of supporting young people who are disaffected, underachieving and / or have social / emotional barriers to participation | ü |  |
| Experience of working in a team and alongside volunteers | ü |  |
| Organising a programme of youth work activities |  | ü |
| Experience of working with challenging young people |  | ü |
| Residential work with young people |  | ü |
| **Skills and Abilities** |
| 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 | ü |  |
| Ability to develop good professional relationships with children, young people and adults | ü |  |
| Ability to work with young people to develop their social education by providing programmes of activities, services and facilities that are fun and enable young people to develop | ü |  |
| Ability to coach, encourage, motivate and provide reliable support to children and young people | ü |  |
| Confident in managing a group of children and young people | ü |  |
| Ability to deliver high quality activity programmes with children and young people who face social exclusion, disadvantage and disaffection | ü |  |
| Ability to identify and challenge discrimination and discriminatory behaviour, taking appropriate action as necessary | ü |  |
| Excellent written and verbal communication skills | ü |  |
| **Knowledge and Understanding** |
| Understanding of the principles of working with children and young people | ü |  |
| Understanding of issues affecting young people’s lives | ü |  |
| Knowledge of health and safety, diversity awareness and safeguarding best practice and how these relate to children and young people | ü |  |
| Delivery of activities within an equality framework | ü |  |
| **Qualifications**  |
| Introduction to Youth Work or Youth and Community Work NVQ / VRQ Level 1 or Level 1 Sports Leaders Award |  | ü |
| **Personal Qualities** |
| Positive and enthusiastic | ü |  |
| Punctual and reliable | ü |  |
| Commitment to personal and professional development | ü |  |
| A flexible attitude to work and a willingness to perform a variety of duties to ensure an efficient and effective service | ü |  |
| Willing and able to work in the evenings, at weekends and in a residential setting |  ü |  |

**Additional information**

This will involve working unsocial hours in the evenings (up to 9 pm) and at weekends during Youth Zone sessions or at events, and also working during the day.

**In accordance with our Child Protection and Safeguarding procedures, this position requires an enhanced DBS check.**

**Remuneration package**

Salary: £8.67 – 9.20 (dependant on experience)

Hours: 25 hours per week 20 hours delivery face to face and 5 hours admin

**Permanent contract**

Holidays: 25 days plus 8 bank holidays (pro rata)

Pension: Eligible, after six months’ service, to join the Wigan Youth Zone Personal Pension Scheme; 3% of salary is contributed by Wigan Youth Zone, if the employee contributes 3% or more.

**Application information**

To apply, complete the application form and return it to HR@wiganyouthzone.org, quoting the job reference number in the subject field.

Closing date: 20/9/21

Interview date: To be confirmed

Start date: Dependent upon DBS return