##

## ROLE PROFILE

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| **Job title** | Climbing Wall and Outdoor activities Co-ordinator (With DofE) | Salary: | £18,000- £23,000 |
| **Reporting to:** | Head of Sport  | **Holidays:** | 25 days plus 8 Bank Holidays (pro rata)  |
| **Location:** | Wigan Youth Zone | **Hours:** | (flexibility required, including evenings and weekends)  |
| **Key Relationships:** | Youth Zone staff, Young People, Parents, External Stakeholders, Chief Executive, Board Members |
| **Benefits:** | Gym Access, Training opportunities and CPD – including First Aid, Safeguarding, Health and Safety etc. Career Development Opportunities, Access to the Onside Talent Academy, Birthdays off, Employee Assistance Programme (EAP), Cycle to Work Scheme  |

 **Role purpose: To plan and oversee the delivery of the climbing wall programme and the NICAS (National Indoor Climbing Award Scheme) activities at WYZ. Lead a team of part time staff and Volunteers in the department. Plan and deliver outdoor trips for young people, creating and following risk assessments as required.**

**To run the Duke of Edinburgh provision at WYZ working with external partners and local schools/colleges.**

**To follow the TRY,TRAIN,TEAM Ethos in the sports department.**

**Context of the post:**

Wigan Youth Zone, the largest youth club in Europe, is centrally located, dedicated to young people and makes a bold statement about the importance of giving young people high quality places to go in their leisure time. 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 also a cafe, together with recreational and social areas.  Externally there are four all-weather kick-pitches and full-size skate park. 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 for almost eight years, winning UK Youth’s award ‘Youth Organisation of the Year’ in 2018 and shortlisted for the ‘Youth Work Award’ in the Children and Young People Now Awards 2020.

Since opening, the Youth Zone has facilitated over 500,000 visits to over 23,000 young people with impressive outcomes for those members across a range of measures such as confidence building, facilitating positive relationships and instilling ambition for adulthood. In 2020, the Youth Zone was primed for another year of significant outcomes – starting with a record attendance in January – however, in March the operation completely changed at pace to support as many young people, and the wider community, as possible in the wake of the Coronavirus pandemic. The context of our current recruitment drive is for Wigan Youth Zone to relaunch mass universal programming over the current year, ensuring that we continue to have a positive impact on as many young people’s lives as possible in Wigan and Leigh.

**Values and Aspiration**

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

Learn more here

<https://www.wiganyouthzone.org/our-present-our-past-our-impact/>

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

* Is a positive role model for young people and who believes in and recognises young people’s potential
* Has a 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

**Duties and Responsibilities – General**

The job holder will be required to adhere to the Youth Zone’s policies at all times, with particular emphasis on Equal Opportunities and Safeguarding

**Main Duties**

* To plan, coordinate and deliver a comprehensive Indoor Climbing programme for young people which will enable them to build their confidence, social skills and overall wellbeing;
* To ensure that the DofE programme is high quality and meets the needs of the young people;
* To ensure that the indoor climbing programme is high quality and meets the needs of the young people;
* To follow all Health and Safety procedures in place as organisation for onsite and outdoor provisions/activities.
* To deliver accredited awards such as NICAS and encourage participation;
* To manage all the activities on the climbing wall within the Youth Zone;
* To motivate, encourage and support young people to participate fully in outdoor adventure sessions;
* To engage, train and maintain an adequate staff of outdoor adventure coaches;
* To manage, support and coordinate sessional staffing requirements for the indoor climbing wall;
* To maintain a comprehensive and detailed up-to-date inventory of all equipment owned and / or used by the department;
* To ensure that staff, volunteers and young people comply with health and safety procedures and safe guarding legislation at all times;
* To manage and monitor the budget allocated to the programme effectively and efficiently;
* To network with local sports clubs and community providers to develop joint programmes;
* 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.
* To plan, coordinate and deliver a comprehensive DofE programme for young people which will enable them to build their confidence, social skills and overall wellbeing;
* To record and report numbers of engagement on the wall and outdoor activities on salesforce.
* To motivate, encourage and support young people to participate fully in DofE sessions;
* To ensure the participation of young people in activities and that their ideas contribute fully in the delivery and evaluation of activities;
* To be an active member of the team and operate in line with the values and principles of Wigan Youth Zone.
* Be a champion for the DofE within Wigan Youth Zone and actively promote the DofE within the local community.
* To be alert to issues of safeguarding, 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 membership;
* To adhere to Wigan Youth Zone policies at all times, with particular reference to Health and Safety and Equal Opportunities.

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|  | **Essential** | **Desirable** |
| **Experience** |
| Extensive experience of delivering Climbing Wall activities to young people | ü |  |
| Experience of running DofE programmes. | ü |  |
| Experience of youth work |  | ü |
| Managing health and safety of the climbing wall | ü |  |
| Experience of managing a staff team, including volunteers | ü |  |
| Experience of putting systems in place to ensure a good safety record, for examples AALA or similar | ü |  |
| Experience of monitoring and evaluation processes | ü |  |
| Experience of engaging vulnerable, disengaged or hard to reach young people in outdoor adventure activities | ü |  |
| **Skills and Abilities** |
| Excellent communication skills to deliver activity programmes to a wide range of young people | ü |  |
| An ability to organise and plan effectively. |  |  |
| Ability to motivate and engage staff, volunteers and young people through sessional work | ü |  |
| Ability to engage and build positive relationships with disengaged young people | ü |  |
| Ability to engage and network with members of the public |  |  |
| Ability to manage and multi-task | ü |  |
| Good team worker and leader | ü |  |
| Ability to work with challenging behaviour and complex needs | ü |  |
| **Knowledge and Understanding** |
| Knowledge and understanding of how to develop and deliver a high quality and varied climbing and dofe programme | ü |  |
| Sound knowledge of outdoor adventure qualifications and the quality standards expected for the successful delivery of accredited outdoor adventure activities | ü |  |
| 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 |  |
| First aid knowledge | ü |  |
| Delivery of youth work within an equality framework |  | ü |
| **Qualifications**  |
|  AT least 4 of the following MTE SPA assessed, MTE summer mountain leader, GNAS archery assessed.         Mountain Training Climbing Wall Instructor – Essential          Mountain Training Lowland Leader – Essential         British Climbing Paddle Sports Leader – Essential         Mountain Bike Instructor – Desirable (this because attained whilst in position) |  | ü |
| Youth Work qualification |  | ü |
| **Personal Qualities** |
| Positive and enthusiastic | ü |  |
| Committed to ensuring high standards.  | ü |  |
| Commitment to DofE’s guiding principles.  | 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 |  |

**Work Pattern: Full Time - 40 hours (including breaks)**

**Remuneration package**

Salary: £18,000-£23,000

Holidays: 25 days plus 8 Bank Holidays (pro rata)

**Wigan Youth Zone is fully committed to the safeguarding of young people. This post is subject to a DBS check and positive references.**

**Closing date: 22nd May 2022**

**Interview date:**  **TBA**

**Start date:**  TBA