



# INCLUSION CO- ORDINATOR

*JOB DESCRIPTION*



## OVERVIEW

**COMPANY:** Wigan Youth Zone

**LOCATION:** Wigan Youth Zone

**SALARY:** Up to £26,000

**BENEFITS:**

- 33 days annual leave (including bank holidays) pro rata. Plus additional leave for length of service.
- Hybrid work,
- Birthdays off,
- Gym access,
- training and CPD including first aid, safeguarding and health and safety,
- Career development opportunities,
- Employee assistance programme,
- Cycle to work scheme,
- Strong team culture,
- Workplace pension,
- Free eye tests,
- Discounted to £2 access to holiday club for WYZ staff.
- Access to Lifeline Plus: Virtual medical care

**POSTED:** 2<sup>nd</sup> October 2025

**CLOSING:** 19<sup>th</sup> October 2025

**First interviews:** W/C 20<sup>th</sup> October

**Second interviews:** TBA

**SPECIALISM:** Youth Work/ SEND support

**REPORTS TO:** Junior and Holiday Club Lead

**CONTRACT TYPE:** Permanent

**HOURS:** 37.5 hours per week

**WORK PATTERN:**

**ORGANISATION TYPE:** Charity

## WHO WE ARE LOOKING FOR:

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We are looking for somebody who can ensure Wigan Youth Zone and all its activities are inclusive to all young people. The ideal candidate will support community cohesion and provide an environment where members from diverse demographics, and those with disabilities and additional support needs feel safe.

This role will have clear targets to broaden and increase overall participation rates and ensure participation is representative of the demographics of Wigan and Leigh. You will carry out targeted outreach and partnership work across the borough to promote Wigan Youth Zone and gain an understanding of the barriers to participation and work to overcome these. Most importantly ensure all young people are welcome and feel able to participate in all activities, no matter who they are.

## KNOWLEDGE AND UNDERSTANDING

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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. Last year we supported over two hundred individuals with special additional needs or disabilities including ADHD, anxiety and depression, autism, cerebral palsy, Down's syndrome, social and emotional problems, musculoskeletal conditions, and visual/auditory/sensory conditions.

We are ideally placed to make a huge difference to the lives of young people with additional support needs and disability in Wigan and Leigh and are looking for a highly motivated person to join us on that journey to take forward the charity's inclusion provision to the next level.

With a framework of programmes and sessions already established, the ideal candidate will be able to hit the ground running and identify how provision can be enhanced to have a greater impact, identify areas for growth and help shape our inclusion work into best in field provision.

We are particularly keen to hear from people from a youth work/social care/health worker background who can adapt to their skill set. Our vision is to create an environment where children and young people with additional support needs or disabilities can take part in any of the activities at the Youth Zone alongside their peers.

The role of Inclusion Coordinator will liaise with parents/carers, raising issues, providing feedback, passing on information – having the knowledge and experience to be able to ask the right questions, instill confidence and offer the correct level of support.

We will be able to ensure that an experienced team member is always on hand to respond to needs such as medication, behaviour support, sensory overload, mobility, anxiety, disengagement, eating, time out, parent/carer handover, information sharing, session recording, gathering information from staff, highlighting areas of support requirement.

## QUALIFICATIONS

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Introduction to Youth Work and Community Work NVQ/VRQ Level 2 – Desirable



## WHAT WILL YOU NEED TO SUCCEED:

EXPERIENCE	
Experience in delivering inclusive activities, working with children and young people (aged 8 plus)	Essential
Experience of working with young people with additional needs or disabilities	Desirable
Experience of supporting young people who are underachieving and / or have social / emotional barriers to participation	Desirable
Experience of working in a team and alongside volunteers	Desirable
Experience of dealing with safeguarding issues within a multi-agency setting	Essential
SKILLS	
Ability to work with young people to develop their skills by providing programmes of activities, services and facilities that are fun and enable young people and adults	Essential
Ability to develop good professional relationships with children, young people and adults	Essential
Ability to coach, encourage, motivate and provide reliable support to children and young people	Essential
Confident in working with young people on a 1-2-1 basis	Essential
Ability to identify and challenge discrimination and discriminatory behaviour, taking appropriate action as necessary	Essential
KNOWLEDGE AND UNDERSTANDING	
Understanding the principles of working with children and young people	Essential
Understanding of issues affecting young people's lives	Essential
Ability to deliver high quality activity programmes with children and young people who face social exclusion, disadvantage and disaffection	Desirable

Knowledge of Health and Safety, diversity awareness and safeguarding best practice and how these relate to children and young people

Essential

## WHAT YOU WILL BE DOING

- To be a positive role model and create a positive and fun environment in which to motivate and encourage young people to reach their potential.
- To help record and evaluate the sessions, and involve young people in the evaluation process;
- 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.
- Delivering engaging inclusive activities for a variety of young people and supporting a team to develop a high quality programme in line with the national youth work curriculum

### 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 membership;
- 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.

## SPECIAL REQUIREMENTS

A willingness to work unsociable hours when required  
DBS clearance and committed to Safeguarding children  
The ability and willingness to travel to meetings and events both in the region and beyond

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. Attendance at events and conferences will sometimes be required.

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

*Please note that in line with our Safeguarding Policy, you must be age 21 for this role as you will be working with both junior and senior club members. All applicants must also be inactive as members for at least 12 months.*

## WHAT IS WIGAN YOUTH ZONE?

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Wigan Youth Zone is a purpose built, state-of-the-art youth facility in Wigan town centre which opened in June 2013. It offers young people from across Wigan the opportunity to meet friends, have new experiences, learn new skills and access the support they need to develop and achieve their potential.

The Youth Zone is open to all young people across Wigan aged from 8 to 19 (up to 25 with additional needs), striving to offer something for everyone, regardless of their interests or abilities. With almost 15 dedicated areas to choose from including our four 40-metre floodlit football pitches, art room, music room and climbing wall – there's something for everyone here at Wigan Youth Zone.

Our aim is simple, to provide the town's young people with somewhere to go, something to do and someone to talk to.

## WHAT DO YOU NEED TO DO NEXT

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Please complete our application form and return it to [hr@wiganyouthzone.org](mailto:hr@wiganyouthzone.org)

**88% OF OUR TEAM WOULD RECOMMEND WIGAN  
YOUTH ZONE AS AN EMPLOYER TO THEIR FAMILY  
AND FRIEND**

