


Be the Difference – Work for us and help change young lives

Inclusion Manager

 Harpurhey, Manchester

 40 hours per week

 £24,000-26,000

Can you enable young people growing up in challenging and dynamic environments feel inspired, supported, happy and safe?

We're looking for a young person focused individual with excellent communication skills, to provide young people who have additional needs with access to integrated positive activities in their leisure time, with the goal of helping them to better deal with the challenges they face in moving towards greater independence. The **Inclusion Manager** will assess, and regularly review individual young people to ensure they are safe and have a positive experience at the Manchester Youth Zone.

The **Inclusion Manager** will establish links and work closely with current providers and families in the area and ensure that they can become actively involved in the Youth Zone programme. The post holder will also support the Youth Work provision at the Manchester Youth Zone by acting as Lead Staff on a rota basis and as cover for absence when required.

As **Inclusion Manager**, you'll work in our busy **Manchester Youth Zone ...**

The Manchester Youth Zone first opened to young people in 2012 as an independent charity then names the Factory Youth Zone. Being located in the heart of North Manchester in Harpurhey enables us to reach those young people who need **"Somewhere to go, something to do and someone to talk"**. We currently have around 2,100 members with over 1,000 visits by young people each week to the Youth Zone.

We work with young people aged 6-19 and up to 25 for those with additional needs, offering provision during the day for targeted young people and each evening for universal provision. The Manchester provides a timetable of positive activities, practical support and personal development opportunities, especially for those who are disadvantaged.

The Manchester Youth Zone has an excellent reputation in a number of areas including safeguarding, working with young people who are "at risk" of criminal exploitation, mentoring and employment skills. We have invested strongly in partnership working,

becoming a community asset responding to the needs of young people and the local community of North Manchester.

We work with a number of youth organisations in North Manchester to develop and strengthen youth services in the area. As the largest single youth provider in North Manchester MYZ accepts its leadership responsibility for the sector in growing youth provision across the North in terms of quality and reach. We aim for a rich diversity of provision available to all young people and able to meet their needs.

The **Inclusion Manager** is part of the Youth Work Team, responsible for ensuring that the charity's provision is inclusive, accessible, supports the needs of all the members (especially those deemed vulnerable or at risk) and provides an environment where all members feel safe, involved and welcome.

We have a substantial number of members with additional needs we need to be able to respond to their needs realistically understanding what support we can provide and where support needs to be accessed by the young person's family.

We aim to be totally inclusive however understand that some carers/parents and young people would wish to have closed sessions, we offer this facility.

If you're passionate about providing an exceptional service to young people, we'd love to hear from you!

**STUFF
WE'LL
TRUST
YOU WITH**

YOUR RESPONSIBILITIES

- Assess identified young people to identify their needs and create a plan for the Youth Work Team to ensure their inclusion in positive and challenging activities, projects, and programmes.
- Monitor the ongoing needs of the young people identified with a view to staff supporting them to work towards a more independent lifestyle.
- Develop external relationships to raise awareness of the facilities and integrated provision available at the Youth Zone to identify young people, their parents, carers, schools and support services in the area.
- Ensure the engagement and participation of identified young people and their families in planning and review of the provision.
- Assess, record, and evaluate young people's experience of The Factory Youth Zone.
- Provide reports and information as required in order to ensure a consistently high quality provision.
- Maintain up to date records to ensure continuity of provision and maintain an appropriate knowledge of the young people in the inclusion group to effectively contribute to transition planning, personal action plans and support for their families.
- Ensure the integrated provision is delivered in line with the Youth Zone's operating procedures and standards including the safeguarding, health and safety, and equal opportunities policies.
- Deliver training on disability awareness and support staff and volunteers in this area as required.

The role will involve working regular unsocial hours in the evenings and at weekends. We would require you to work 4 hours Sunday daytime and three evening sessions from 3.30-10pm.

YOUR SKILLS & ATTRIBUTES

So what does it take to succeed in this role? We're looking for someone who genuinely wants to make a positive difference in the lives of our young people. The right candidate will be highly organised with strong IAG, IT and networking skills. The Inclusion Manager must have experience of using databases and have the ability to effectively manage multiple priorities.

QUALIFICATIONS

- It is essential that you have a Level 3 (or above) qualification in Youth and Community or SEN ([info here](#) for guidance), or equivalent demonstrable experience.
- It is essential that you have disability awareness.
- It is desirable that you are trained in First Aid and working with vulnerable young people.

EXPERIENCE OF

- A minimum of 2 years' experience in the youth sector, working with parents/carers and multi-agency environment.
- Delivering universal services and targeted provision.
- Developing a programme of youth work activities.
- Working with young people with disabilities and young people deemed vulnerable or at risk.
- Delivering services and projects supporting young people who are disaffected, underachieving or have social/emotional barriers to participation.
- Experience of client focussed project management.
- Experience of carrying out inclusion assessments.
- Working with programmes that develop independent living skills.
- Working within an integrated provision.
- Experience of developing and leading teams of paid and voluntary workers.
- Collaborating with other charities/organisations to provide services to young people and/or volunteers.

KNOWLEDGE & UNDERSTANDING

- Awareness of legislation promoting social inclusion and rights of vulnerable young people and those with disabilities.
- Knowledge of issues affecting children and young people, particularly those with additional needs, and the range of available methods of addressing them.
- Ability to manage a range of activities, projects and programmes ensuring the active participation of all children and young people
- Ability to communicate effectively and sensitively with children, young people and their families to ensure their voice is heard and they are empowered
- Excellent interpersonal skills, with significant experience of building, managing and sustaining relationships with a wide range of people from all social and professional backgrounds
- An ability to assess and balance risk associated with delivering activities to this client group
- Understanding of the principles of effective youth work practice
- Development, delivery and evaluation of youth work within an equal opportunities framework
- Knowledge of health and safety, data protection and safeguarding best practice and how these relate to the members of The Factory
- Self-motivated with an ability to be a flexible and supportive team member
- Good organisational skills with an ability to prioritise work, meet deadlines and work effectively under pressure
- ICT literate, including database management
- Ability to understand, follow and implement strategy, policy and procedure
- An ability to use initiative and think creatively.

THE OTHER STUFF

- Organised and efficient.
- Willingness to drive a minibus would definitely be a bonus!
- Excellent attention to detail.
- High level of personal integrity and professionalism.
- Commitment to personal and professional development - we love ambition!
- Interested in the developing the voluntary youth sector in the North of Manchester.

**STUFF
YOU TELL
PEOPLE
ABOUT**

BENEFITS & GOOD STUFF



ONSITE GYM

For gym bunnies or fitness fanatics



PAID R&R

25 days paid holiday (pro rata) plus flexible statutory holidays



PENSION

3% employer contribution after your first 6 months, but you pay 3% too...



LIFE INSURANCE

We got you covered, fingers crossed you don't need it!



LUNCHES

We have a great café and all staff pay only £1.50 for lunch!



INCOME PROTECTION & OCCUPATIONAL HEALTH

In case you're under the weather

In accordance with our Recruitment and Selection Policy, we are not able to accept applications from current or former members, Young Leaders or regular service users for safeguarding reasons, for a period of at least one year since they last attended Manchester Youth Zone (nee The Manchester Youth Zone) in this capacity.

All internal applicants will be guaranteed an interview, though will be assessed to the same criteria as external applicants and so are encouraged to submit a full and thorough application.

In accordance with our safeguarding procedures, this position requires a DBS check.

The Manchester Youth Zone is an equal opportunities employer and welcomes applications from all sections of the community.

Application Information

Deadline	12 Noon, Monday 7 th January 2019
Interviews	TBC
Apply	Download the Application Form from www.manchesteryz.org/vacancies We will not consider any application which is not submitted on this form.
More info	Please contact Tracy Sparkes Head of Business tracy.sparkes@manchesteryz.org 0161 203 5333 www.manchesteryz.org

THE BORING (but important!) STUFF