

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

## Youth Work Manager (13-19)

 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 an individual with excellent youth work and communication skills able to lead and shape our Seniors provision. Senior sessions (ages 13-19, or up to 25 with additional needs) operate 4 times per week in the evening. As well as regularly leading sessions, you would be involved in recruitment of staff, designing delivery and monitoring the work of a team of staff, some of whom you will line manage.

You would work closely with the Youth Work Manager (8-12), the Inclusion Manager and the Safeguarding Officer to ensure that activities are stretching and stimulating, and also that our young people are safe and secure.

As the Youth Work Manager (13-19) you'll work in our busy **Manchester Youth Zone (MYZ)** and develop networks across North Manchester.

MYZ (formally the Factory Youth Zone) first opened to young people in 2012 as an independent charity. Being located in Harpurhey enables MYZ to reach those young people who need **"Somewhere to go, something to do and someone to talk to"**. There are currently around 2,300 members with around 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.

MYZ 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.

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

- Ensure MYZ delivers a high quality youth work offer which is safe, fun, challenging and developmental.
- Work directly with young people during Senior sessions.
- Manage young people's behaviour whilst on session, completing necessary procedures when required.
- Work with the Safeguarding Officer and Inclusion Manager to ensure that young people are effectively supported whilst under our care.
- Manage and develop a team of staff, supporting and coaching them to maintain a high standard of practice.
- Ensure the participation of young people in sessions, using their ideas fully in planning, delivering and evaluating activities.
- To work with schools and colleges in North Manchester to promote the Senior offer and engage young people with MYZ.
- To work with partner agencies to widen the scope of the Senior youth work offer.
- Ensure that thorough monitoring of footfall and participation in activities take place during all sessions using our database.
- Work a flexible pattern including evenings and weekends in line with the role/team requirements.
- Carry out any other duties as may be reasonably determined by your line manager.
- Promote a positive image of MYZ through professionalism and good conduct with all our stakeholders and the general public.
- Adhere to MYZ policies at all times with particular reference to Health and Safety, Equal Opportunities, Safeguarding and Data Protection.
- Ensure that all volunteers and trainee staff are made to feel an integral and valued part of Manchester Youth Zone family.

This is a permanent position of 40 hours a week including lunch breaks of 60 minutes. This will involve working unsocial hours in evenings and at weekends.

## 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. Good candidates for this role will be experienced, enthusiastic about developing young people and supporting them to achieve their potential. They will have a proven track record in a community setting. This is a fantastic opportunity for the right candidate who is passionate about working with young people.

- A qualification in Youth Work Level 4 or above (see <https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels> for guidance), or equivalent demonstrable experience with a willingness to undertake further study is essential.
- Qualification in Management and Leadership would be desirable.

### EXPERIENCE OF

- A minimum of 5 years' experience of working with young people.
- Dealing with safeguarding issues with internal and external partners.
- Working with children and young people in a youth work setting.
- Planning, developing and managing youth work sessions.
- Working with schools and colleges to reach young people.
- Working with partner agencies to develop provision.
- Working with young people with additional needs and disabilities, including complex social and behavioural needs.
- Experience of working with families and carers

### KNOWLEDGE & UNDERSTANDING OF

- The principles of effective youth work and social change
- Approaches to work with children and families including effective communication and de-escalation.
- How to develop, deliver and evaluate programmes of activities and services that are safe, fun and developmental

# STUFF YOU TELL PEOPLE ABOUT

- Development, delivery and evaluation of work within an equal opportunities framework
- How to identify and challenge discrimination and discriminatory behaviour, taking appropriate action as necessary
- Monitoring and evaluating sessions and working flexibly to change delivery during sessions if required
- Health and safety, diversity awareness and safeguarding best practice and how these relate to the Manchester Youth Zone
- Effective verbal and written communication skills
- How to work on your own initiative and within a team
- How to follow and implement strategy, policy and procedure

#### THE OTHER STUFF

- Passionate about ensuring all young people are able to access opportunities, setting the highest standards for yourself and the young people you work with.
- Punctual and reliable, Positive and enthusiastic
- Commitment to personal and professional development.
- Commitment to supporting the aims of the charity
- Interested in helping young people make positive transitions in life

## BENEFITS & GOOD STUFF



#### HEALTH BENEFITS

Regular eye tests for computer lovers



#### 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...



#### ONSITE GYM

For gym bunnies or fitness fanatics



#### 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



#### WORKING FOR A CHARITY

Get that warm fuzzy feeling

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 Factory 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 (formerly called CRB check).

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

#### Application Information

<b>Deadline</b>	12 Noon, Monday 7 <sup>th</sup> January 2019
<b>Interviews</b>	TBC
<b>Apply</b>	Download the Application Form from <a href="http://www.manchesteryz.org/vacancies">www.manchesteryz.org/vacancies</a> We will not consider any application which is not submitted on this form.
<b>More info</b>	Please contact Tracy Sparkes 0161 203 5333 <a href="http://www.manchesteryz.org">www.manchesteryz.org</a>

**THE  
BORING  
(but important!)  
STUFF**