

ROLE PROFILE

Head of Youth Work Vault, Preston Youth Zone



SALARY OFFER:

£35,000 to £40,000 (dependent upon experience) with 33 days Holiday (inclusive of bank holidays)

LOCATION:

Vault Youth Zone, Preston (once open)
Flexible working/ temporary workspace while construction is ongoing

REPORTING TO:

Chief Executive Officer and Openings Manager

CONTRACT:

Permanent full-time, 37.5 hours per week

LINE REPORTS:

Youth Work Team Leaders and Coordinators

BENEFITS

- Workplace pension
- Free gym access (once the Youth Zone opens)
- Access to OnSide's Talent Academy; bespoke training and mentoring

EQUITY, DIVERSITY AND INCLUSION

The strength of OnSide comes from the diversity of the people within our vibrant network. We are proud that our Youth Zone teams reflect the communities they serve, and we value people working together from a range of different backgrounds, locally and nationally, and with different experiences, all with a shared passion for boosting the aspirations of young people across the country. Diversity brings innovation, fresh ideas and creativity, and we actively strive to create a culture that is truly inclusive and fair for all and where everyone in the team can be themselves and thrive.



ABOUT VAULT YOUTH ZONE

Preston is a great city but nearly one in four young people live in poverty, with some areas seeing that number rising to one in three in recent years. It's clear that greater support is needed and barriers to leading successful, happier and aspirational lives must be broken down. Vault, Preston Youth Zone will be a vital provision that will make a huge difference to the lives of young people, and to the whole city, levelling the playing field for our young people.

Construction of Preston Youth Zone, named "Vault" by local young people, is due to be completed in the summer of 2025 and will open later that year. At Vault, we believe all young people in Preston should have the opportunity to discover their passion and their purpose, to find out what they've got and where it could take them. Our Youth Zone will be a purpose-built space fizzing with energy and crammed with incredible facilities. It will be staffed by skilled and dedicated youth workers who truly believe in young people in the city – helping them see what they can achieve, and giving them the skills, confidence and ambition to go for it.

Once open, we will deliver life-changing support seven days a week to help thousands of young people from a diverse range of backgrounds to thrive.

Watch here you see the power of youth work and the impact attending a Youth Zone has had on young people and see the support Vault will provide to young people:

 [Archie's story #ButWhenImHere](#)

 [Mala's story #ButWhenImHere](#)

ABOUT ONSIDE

Potential is everywhere. In every home on every street, from affluent suburbs to inner-city estates. The difference is that some young people get every opportunity to explore their potential. Others don't.

OnSide is a national charity that believes all young people should have the opportunity to discover their passion and their purpose to find what they've got and where it could take them.

OnSide funds and builds state-of-the-art, multimillion-pound Youth Zones in the country's most economically disadvantaged areas. They train the amazing people that run them, and they offer continuing support via the nationwide OnSide Network where they can learn and grow, share their stories, and celebrate their success together.

This is passionate, properly funded youth provision, with no ifs or buts. It's about giving young people a chance to shine in an environment where they can be themselves.

It's about opportunity.

 [OnSide - But when I'm here](#)



THE ROLE

Are you motivated, energetic, and organised with the ability to connect with both young people and staff/volunteers? If you're fun, full of energy yet know how to stay composed under pressure then this role might be just what you're looking for.

If you're passionate about helping young people unlock their potential, we want to hear from you!

The Head of Youth Work is an exciting and challenging leadership role where you will lead a team of Youth Workers and oversee the universal youth work offer. We're looking for someone creative, ambitious for young people, with a

positive attitude and a hands-on approach, all while delivering top-notch results.

No two days are the same, so you'll need to be versatile, leading the creation of the new Youth Work Offer while managing both the recruitment and development of the delivery team. You'll also be responsible for the smooth implementation and operation of all core programs, including junior, senior, and holiday clubs.

You will hold overall responsibility for developing and delivering the programme for a vibrant, open-access Youth Zone for Preston, serving up to 250 young people per session.

ALL VAULT YOUTH ZONE EMPLOYEES ARE EXPECTED TO:

- Be a role model for young people, present a positive 'can-do' attitude and take personal responsibility for your own actions.
- Work within the performance framework of the charity and live the values of Vault Youth Zone and the OnSide Network, contributing to a culture of high performance, continuous improvement and a young person first, team always ethos.
- Represent and promote the Youth Zone positively and effectively in all dealings with internal colleagues and external partners, assist with any promotional activities and visits that take place at Vault.
- Comply with all policies, procedures, and codes of conduct, with particular reference to Safeguarding, Health & Safety, and Equity, Diversity & Inclusion.

JOB DESCRIPTION
KEY RESPONSIBILITIES
STAFFING AND TEAM MANAGEMENT
Recruitment and Development: Recruit, retain, and develop a high-quality, motivated team of staff and volunteers. Provide coaching and support to help them achieve their full potential.
Staff Management: Manage the delivery team, ensure an effective staff rota is in place and address any challenges such as holidays cover planning, absence, and performance.
THE YOUTH WORK OFFER AND PROGRAMME
Programme Management: Ensure an inclusive, engaging, and up-to-date youth work programme is delivered seven days a week. The programme should be safe, continuously improving, and meet the needs of young people.
Communication: Share programme details with the communications lead to ensure they are well-communicated to young people, keeping content current and on trend across multiple communications channels.
SAFETY AND SAFEGUARDING
Safe Environment: Ensure the Youth Zone is a safe, welcoming place for young people, maintaining high standards of behavior.
Safeguarding Leadership: Serve on the senior safeguarding team and act as the Designated Safeguarding Lead. Integrating the Youth Zone within Local Authority safeguarding practices and strategy meetings.
High-Standard Facilities: Work with senior leadership and departmental leads to maintain high standards in the Youth Zone's facilities, communicating any issues to the facilities manager.
YOUTH ENGAGEMENT
Involvement and Voice: Ensure young people's ideas are integral to planning all activities, and they have a voice within the senior leadership team.
Attendance and KPI Achievement: Ensure the Youth Zone is well-attended and meets key performance indicators (KPIs), such as attendance targets and outcomes for funded projects.
EVALUATION AND REPORTING
Feedback and Evaluation: Commit to continuous feedback and review processes for Vault's delivery and impact. Contribute to the OnSide network's evaluation and excellence framework, including storytelling through case studies.
Budget Management: Manage budgets and complete delivery reports.

LEADERSHIP AND NETWORKING

Youth Advocacy: Champion young people within the organisation, ensuring all services provide a great experience.

Senior Networking: Network with key partners, stakeholders, and supporters at a senior level to maintain

PERSON SPECIFICATION

Applicants will be expected to demonstrate the experience, skills, knowledge and aptitudes listed below throughout the recruitment process. However, if you don't meet every single requirement but feel you have strong and relevant transferrable skills or lived experience to draw from, we encourage you to apply anyway. Why?

Studies have shown that women and Black, Asian, Mixed Race & other ethnically diverse people are less likely to apply for jobs unless they meet every single criteria/ competency. OnSide and the Network are dedicated to driving change and to building diverse, inclusive, and authentic workplaces, so if you're excited about this role but your past experience doesn't align perfectly, please tell us how your experience is transferable.

You may be just the right candidate!

SELECTION CRITERIA

EXPERIENCE

Proven track record leading open-access youth services creating a safe environment to deliver engaging programmes for diverse youth demographics (ages 8-19, up to 25 with additional needs/disabilities)

Experienced in safeguarding, ideally as a designated Safeguarding Lead, ensuring the safety and well-being of all young people with unwavering commitment and proficiency in related referral processes.

Demonstrates strong communication skills (written & verbal), effectively engaging with all levels of internal and external stakeholders ranging from young people to board level, always ensuring clear and impactful interactions.

Experience managing clear behavior standards and managing conflict between young people.

Proven leadership experience; inspiring, guiding, and developing operational teams and volunteers through hands-on mentoring and support.

Proven management experience with a solid understanding of basic HR processes related to people management, attendance, and staff performance.

Proven track record in project management of youth programmes, including H&S requirements, staff scheduling and budgeting having the ability to prioritise deadlines to achieve impactful outcomes.

SKILLS, KNOWLEDGE AND ATTRIBUTES

Having a young person focused approach, being passionate about the power and impact of youth work and using it as a vehicle to empower young people to become the very best versions of themselves.

Knowledge and understanding of the national and local issues facing young people, alongside an understanding of contextual safeguarding and the youth work process.

A collaborative approach with the ability to engage with a variety of stakeholders to build strong relationships, creating opportunities for high quality youth work delivery.

A commitment to the mission, aims and values of Vault Youth Zone, a knowledge of the youth & voluntary sector in Preston and what it has to offer to the wider community would be advantageous.

An ongoing commitment to equity, fairness, and respect.

A willingness to work evenings & weekends with the flexibility, motivation and commitment to meeting the needs of young people at Vault Youth Zone, ensuring a quality youth work offer is upheld.

QUALIFICATIONS

Educated to degree level in a relevant subject or equivalent experience, ideally supported by a youth work qualification

Proficient IT skills with an understanding of Office 365 and relevant support systems

Where applicable, evidence of ongoing professional development (for example Safeguarding, Health & Safety, Management etc.)

GENERAL INFORMATION

The normal hours of work are 37.5 per week, or those necessary to fulfil the requirements of the position. There will be a requirement to work outside the normal 9 to 5, Monday to Friday, working week, including frequent evenings and weekends. This will mean working flexibly across the week, to suit the needs of both the role and the individual. Pre-opening and before the Youth Zone is built there will be elements of flexible working.

The Head of Youth Work will have a two-month placement, touring and observing other Heads of Youth Work, their teams and the Youth Zone's delivery offer.

APPLICATION PROCESS

ANONYMOUS APPLICATIONS:

We recognise our workforce is under-represented in certain areas and are committed to addressing this. We strongly encourage applicants to submit anonymous applications; in practice this means removing your name & email address from your CV & cover letter. Only these documents will be shared with the selection panel.

To apply, please email a CV and cover letter (no more than one page) in response to the personspecification and questions below to: hr@onsideyouthzones.org

1. Why do you want to work for us?
2. Looking at the person specification, briefly describe how your skills and experience (including any lived experience) make you a good candidate for this role. (200 words max)
3. How you demonstrate your commitment to fairness, equity and respect.
4. Confirmation you are eligible to work in the UK (the successful candidate will be required to provide documentary evidence before a job offer confirmed).
5. Any reasonable adjustments we can make to assist you in your application or the selection process.
6. This role will be based in the Youth Zone and therefore require an Enhanced DBS.
 - Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?
 - Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020

CLOSING DATE FOR APPLICATIONS:

12pm on Friday 27 September

FIRST STAGE INTERVIEWS:

Daytime Tuesday 15 October

YOUNG PEOPLE PANEL INCLUDING VIRTUAL TOUR OF A YOUTH ZONE

Evening of Thursday 17th October



For information on how OnSide processes your data, go to
[OnSide Youth Zones Job Applicant Privacy Notice - OnSide Youth Zones](#)

THE **ON**SIDE NETWORK VALUES

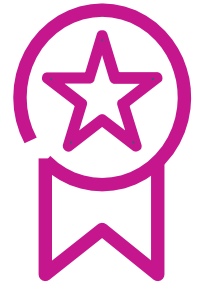


YOUNG PEOPLE FIRST

Young people are at the heart of everything we do, inspiring and challenging us to deliver services that exceed their needs and challenge them to be the best they can be.

EXCELLENCE

We encourage ourselves and each other to be the best we can be through continuous learning and improvement, and a focus on finding solutions.



RESPECT

We act with honesty and integrity, celebrating diversity across the whole organisation and caring about each other, our young people and the Youth Zone environment.

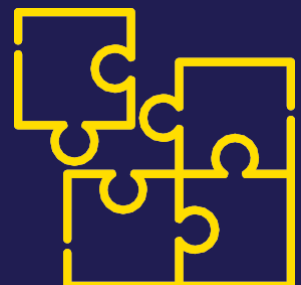
AMBITION

We are passionate and driven in taking on new challenges, embracing new ideas and exceeding our ambitions for young people, the Youth Zones and our local communities.



COLLABORATION

We create and nurture strong, creative partnerships, working together to achieve better results and outcomes for young people.



PROVEN IMPACT

OnSide
Here for young people



OVER **55K**
MEMBERS
ACROSS
THE ONSIDE
NETWORK



MEMBERS
MAKE OVER
650K
VISITS EVERY
YEAR



£187M
INVESTED IN
YOUNG
PEOPLE
THROUGH OUR
NETWORK

GIVE YOUNG PEOPLE

A safe exciting place to go to have fun, build their social networks and support their personal development



77%
OF MEMBERS ARE
MORE SELF-CONFIDENT



82%
OF FREQUENT
ATTENDERS HAVE MORE
FRIENDS

HELP YOUNG PEOPLE

lead healthier, happier lives

1 IN 10



OF YOUNG PEOPLE
HAVE A DISABILITY OR
ADDITIONAL NEED

70%



OF MEMBERS
BELIEVE THAT THEY
ARE HEALTHIER

75%



FEEL BETTER IN
THEMSELVES

64%



OF PARENTS
THOUGHT
THEIR CHILDREN
HAD BETTER
MENTAL HEALTH