

ROLE PROFILE

Volunteer Coordinator Vault, Preston Youth Zone



SALARY OFFER:

£25,000 to £30,000 (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. The initial period of this role will include a placement at Blackburn and Darwen Youth Zone.

REPORTING TO:

Chief Executive Officer and Openings Manager

CONTRACT:

Permanent full-time, 37.5 hours per week

LINE REPORTS:

Volunteers

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](#)

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 a dynamic and focused leader with a passion for the power of volunteering? Someone who can engage people from all backgrounds with a vision that empowers them to make change?

This amazing and unique opportunity will give the successful candidate the opportunity to recruit, engage and train a dedicated team of volunteers who will lend their expertise and

passion to transforming thousands of young lives.

You'll work with all parts of our team to provide volunteering support that is fundamental to Vault Youth Zone's operations.

As well as changing lives of young people, the programme you will develop and manage will support volunteers to thrive.

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
STRATEGIC VOLUNTEER RECRUITMENT
Recruitment: Create and develop an ongoing Recruitment strategy to engage and support the local community into the various volunteering opportunities within the Youth Zone setting.
Delivery: Work with full staff team working across all organisational functions to identify impactful volunteer opportunities.
HR and training: Recruit and onboard volunteers following safer recruitment principles, ensuring they have the necessary training and support to flourish.
Volunteer Records: Set up and maintain personnel files in line with data/HR legislation, including data collection, and impact reporting.
VOLUNTEER SUPPORT AND COORDINATION
Stewardship: Build strong working relationships with volunteers, ensuring a positive volunteering experience.
Integration: Train Youth Zone staff, including Senior Leadership Team, in volunteer management best practice, facilitating opportunities for staff and volunteers to build good working relationships.
Communication: Regularly communicate and update volunteers keeping them engaged, informed and valued.
Administration: Undertake and complete all administration relating to volunteering, including management of the volunteering budget.
Support: Ensure an excellent volunteer experience, providing reassurance, Problem-solving and conflict management where needed.
Role Model: Be a role model for Volunteers, young people & the wider team, presenting a positive solutions focused attitude.
VOLUNTEER RECOGNITION
Culture: Create and build a culture of recognising and valuing volunteers at the Youth Zone and across the organisation.
Reporting: Monitor and Record Impact of Volunteering input.
Events: Organise and run volunteer appreciation events, leading on Volunteers week activities and linking into the wider OnSide Network.

SAFEGUARDING

Policies: Comply with all policies and procedures, with particular reference to safeguarding, codes of conduct, health and safety and equality and diversity. Ensuring that this is reflected in all aspects of the volunteer experience.

Safeguarding: To be alert to issues of safeguarding and 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 policies, procedures, and practice.

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

If you have volunteer management experience that's amazing - please apply. That said, we're open to applications from people without volunteer management experience and who have the following transferrable skills and qualities:

Appreciation of volunteers and understanding the key role volunteers play in supporting communities.

Appreciation of the importance of youth work.

Understanding of the importance of Equity Diversity and Inclusion.

Strong interpersonal skills and ability to build relationships with a wide range of people, demonstrating excellent communication skills, both verbal and written.

Proactive approach and can-do attitude.

Highly organised with a good attention to detail.

Working competence with Microsoft office suite, CRMs and databases

SKILLS, KNOWLEDGE AND ATTRIBUTES

Ability to communicate the value of volunteers to all levels of an organisation and to create effective and productive staff / volunteer relationships.

Ability to enthuse, inspire and motivate others.

Ability to work on own initiative and as part of a team.

Ability to work to under pressure & prioritise effectively.

Demonstrable ability to communicate effectively when addressing a variety of audiences in person, on the phone, via email, and when giving presentations to groups.

Ability to pay attention to detail, be thorough and organised.

Ability to manage and organise several tasks at a time.

Demonstrable commitment to diversity in volunteering.

Ability to comply with safeguarding procedures.

Commitment to the Youth Zone's purpose and values.

Knowledge of safeguarding procedures.

Evidence of ongoing professional development (for example Safeguarding, Health & Safety, Management).

SPECIAL REQUIREMENTS

Willingness to work flexibly, including some evenings and weekends, to facilitate volunteer support (note any time over your contracted hours, you can claim back as Time Off In Lieu).

Willingness to travel for occasional meetings for example the Volunteer Managers' Forum.

Commitment to safeguarding and an enhanced DBS check.

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 for occasional planned to work outside the normal 9 to 5, Monday to Friday. This will mean working flexibly across the week, to suit the needs of both the role and the individual. Before the Youth Zone opens and during its construction, there will be elements of hybrid working in place.

During the first two months as part of the induction the successful candidate will spend time at Blackburn and Darwen Youth Zone. The practicalities of this can be discussed during the process.

APPLICATION PROCESS

ANONYMOUS APPLICATIONS:

We recognise as a Network that 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;

1. Email a CV and cover letter (no more than one page) to hr@onsideyouthzones.org
2. Please provide the following information:
 - o Why do you want to work for us?
 - o 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)
 - o How you demonstrate your commitment to fairness, equity and respect.
 - o Confirmation you are eligible to work in the UK (the successful candidate will be required to provide documentary evidence before a job offer confirmed).
 - o Confirmation you are happy to spend the first part of the position at Blackburn and Darwen Youth Zone.
 - o Any reasonable adjustments we can make to assist you in your application or the selection process.
3. This role will be based in the Youth Zone and in accordance with our Child Protection and Safeguarding procedures, this position requires an **Enhanced DBS check**
 - o Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?
 - o 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:

9am on Friday 22 November

FIRST STAGE INTERVIEWS:

Daytime Tuesday 3 December

YOUNG PEOPLE PANEL INCLUDING VIRTUAL TOUR OF A YOUTH ZONE

Evening of Thursday 12 December



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

THE **ONSIDE** NETWORK VALUES

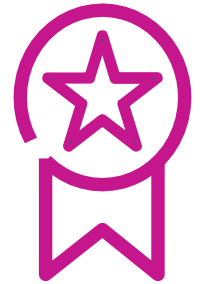


YOUNG PEOPLE FIRST

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.

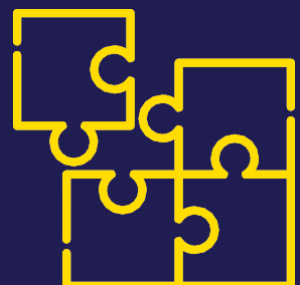
AMBITION

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