

ROLE PROFILE
SESSION DELIVERY AND IMPACT LEAD –
LEGACY YOUTH ZONE



ROLE PROFILE

POST:

Session Delivery and Impact Lead

SALARY:

£13.03 ph

LOCATION:

Legacy Youth Zone, Croydon

REPORTING TO:

Universal Youth Work Manager and Deputy CEO

LINE REPORTS:

Wellbeing Youth Workers

CONTRACT:

Permanent, part time 25 hours per week*

- Leading on Friday night session 3.45-9.15pm
- Leading on Saturday morning session 10.45-3.15pm
- 15 back-office admin hours Wednesday – Friday (TBC) managing the Wellbeing room programme and the impact measurement part of the role

*For internal applicants or applicants from the network, we will consider splitting this role (Session Co-ordinator and Impact Co-ordinator)

BENEFITS:

33 days annual leave including bank holidays; free gym access; access to OnSide's Talent Academy; Employee Assistance Programme; free staff meals during sessions; discounted holiday club for dependants on working days

KEY RELATIONSHIPS

Volunteers, Core Management team, Youth Work Managers, OnSide, External Stakeholders, Young People and Parents

MAIN PURPOSE

Ensuring we can demonstrate the impact of our work to current and prospective funders is vital to Legacy's mission. This role will help to instil a culture of impact within the charity, in order to support funding bids, effective comms and powerful story telling. The role will ensure that we are providing young people in Croydon with measurable outcomes, to support their personal development and to help them reach their full potential.

The Session Delivery and Impact Lead shares the session leading responsibility with the Universal Youth Work Delivery Manager, delivering on 2 of 6 sessions a week. You will be key to ensuring all sessions run smoothly, according to the programme and be able to manage and organise many staff and a creative and fast paced programme of activities.

The role also looks after the Wellbeing room programme and a small team of youth workers, ensuring that the programme is accessible, engaging and meets the need of the young people.



CORE RESPONSIBILITIES

- Working with the Deputy CEO to lead on instilling a culture of impact at Legacy
- Collate data from monitoring and evaluation (MeApp) tool to help produce impact reports for funders, restricted funding grants and supporters
- Encourage and empower the youth work team to complete MeApp evaluations
- Use the data available from Salesforce to help collate information needed. For example, gather number of attendances in dance through registers for a dance funding application
- Work with the fundraising team and Comms team to create impact stories (case studies for funded projects and specifically relating to themes too)
- Support the Deputy CEO and Universal Youth Work Manager to capture outcomes and impact from quality Youth work activities and programmes
- Using the data available, identify themes and trends that can help inform quality practice in youth work and outcomes for young people
- Lead quality Senior and Junior sessions as directed by the Universal Youth Work Manager
- As part of the Delivery Management Team, support with youth work operations and planning, in particular, for the Health and Wellbeing room
- Being appointed as a key holder, take responsibility for the close and opening of the youth zone as required
- Ensuring the programme is varied in nature, making full use of the Youth Zones facilities and the diverse skill set of the staff team
- To work within the performance framework of the Youth Zone and OnSide.
- To carry out any other reasonable duties as requested by the Universal Youth Work Manager and the Deputy CEO.

GENERAL RESPONSIBILITIES

- Be a role model for young people and present a positive “can do” attitude.
- Take personal responsibility for own actions.
- Commit to a culture of continuous improvement.
- Work within the performance framework of Legacy Youth Zone and OnSide.
- Represent the Youth Zone positively and effectively in all dealings with internal colleagues, and external partners.
- Comply with all policies and procedures, with particular reference to safeguarding, codes of conduct health and safety and equality and diversity to ensure all activities are accessible.
- Represent the Youth Zone positively and effectively in all dealings with internal colleagues, and external partners.
- 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 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.

ABOUT LEGACY YOUTH ZONE

Croydon Youth Zone, named “Legacy” by local young people, was the third Youth Zone in London opened by the national charity, OnSide in September 2019. This is an exciting and unique opportunity to join a small but growing, impactful fundraising team and play a critical part in shaping opportunities for London’s young people and supporting a grass roots, committed universal youth service.

Legacy, like all OnSide Youth Zones, exists to give young people somewhere to go, something to do and someone to talk to.

Legacy’s state-of-the-art £6.5 million building on Whitehorse Road, provides young people with access to a range of activities, offering them the opportunity to try new things, meet new friends and gain support from friendly, warm and positive staff and volunteers. The facilities include a 3G pitch, a gym, sports hall, recreation area and dance, arts, music and media suites, with facilities equipped for a wide range of sporting, artistic, cultural and general recreational activities and targeted services. To access a Youth Zone, young people aged 8 – 19 (or 25 with additional needs) simply pay 50p per visit and £5 per year membership.

To find out more, please watch this video: <https://www.youtube.com/watch?v=usPODSRw7nw>

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.

It’s about opportunity.

OnSide is a national charity that believes all young people should have the opportunity to discover their passion and their purpose. To find out 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 of 14 Youth Zones (and growing), where colleagues can learn and grow, share their stories, and celebrate their success together.

This is passionate, properly funded youth provision, with no ifs or buts. A unique partnership between young people and their community, local authorities and private business leadership, and a growing movement of supporters who believe that how we treat the next generation defines who we are as a society.

Because when we really invest in young people, we all benefit – from who they are now, everything they might become and achieve, and everyone they might touch and inspire.

All they need is the chance to shine – an environment where they can be their best selves –and you just watch them go.

It’s about opportunity.

PERSON SPECIFICATION

Applicants will be expected to demonstrate the following experience, skills, knowledge, and attributes.

Selection Criteria* A = Application Form I = Interview T = Test/Personality Profile	Essential or Desirable	Method of Assessment
Experience		
Substantial experience of youth work	Essential	A & I
Substantial experience of leading and managing activities	Essential	A & I
Experience of managing staff and volunteers	Essential	A & I
Experience of working through a staff team to deliver results	Desirable	A & I
Experience of Safeguarding and dealing with safeguarding disclosures	Essential	A & I
Experience of working within a team and prioritising work	Desirable	A & I
Skills		
Fluent in Microsoft Office 365 software packages (word and excel for example)	Essential	A & I
Understanding of CRM systems	Essential	A & I
Ability to pay attention to detail, be thorough and organised	Essential	A & I
Ability to work on own initiative and as part of a team	Essential	A & I
Ability to work under pressure & prioritise effectively	Essential	A & I
Ability to relate to young people from all backgrounds	Essential	A & I
Strong interpersonal and networking skills	Desirable	A & I
Excellent verbal and written communication skills	Essential	A & I
Using impact data to effectively influence programmes, practice and funders	Desirable	A & I
Knowledge		
Knowledge and awareness of issues affecting young people	Essential	A & I
Special Requirements		
A willingness to work unsociable hours when required	Essential	A & I
Demonstrate a commitment to the goals and drivers behind The Youth Zone/OnSide	Essential	A & I
Enthusiasm and ability to contribute to the successful development of The Youth Zone.	Essential	A & I
The ability and willingness to travel to events.	Essential	A & I
Enhanced DBS clearance and commitment to Safeguarding children	Essential	A & I

APPLICATION PROCESS

To apply, please complete the online application process (submitting a cover letter and CV), which can be found through our website or by [clicking here](#).

Please provide the following information:

- Confirmation you are eligible to work in the UK (the successful candidate will be required to provide documentary evidence before an offer of employment is made);
- Any reasonable adjustments we can make to assist you in your application or the selection process.



This role will be based in the Youth Zone and therefore require an Enhanced DBS upon being offered the post.

Closing date for applications: Friday 2nd June 2023 – 9am

Interviews: Tuesday 6th June

Anonymous Applications: We recognise our workforce is under-represented in certain areas and are committed to addressing this. Therefore, we actively encourage applicants to submit anonymous applications; this means removing names & email addresses from CVs and cover letters. The HR Manager will have this information from submissions, but this will not be available to the selection panel when they are considering applications.

For information on how Legacy processes your data, go to

<https://legacyyouthzone.org/privacy-policy/>

OUR VALUES

Legacy

An **OnSide** Youth Zone



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.

