

Sports Coordinator



WARRINGTON



An OnSide Youth Zone



THE ROLE

We are seeking a full-time Sports Coordinator to deliver an exciting programme of sports activities which will engage young people aged 7 – 19 years (up to 25 years with additional needs) at Warrington Youth Zone.

To provide direct line management support, coaching and development for sports sessional workers and volunteers to ensure young people receive a high-quality service. To oversee the climbing wall, boxing gym, fitness suite, sports hall and 3G pitch. To utilize sport in the wider youth work agenda, supporting and encouraging young people to express themselves, explore issues and facilitate personal development.



APPLICATION PROCESS

To apply, please send an up-to-date CV and return to recruitment@wyz.org.uk or apply via our website at <https://warringtonyouthzone.org/get-involved/vacancies>

In addition, please let us know of any reasonable adjustments we can make to assist you in your application or the selection process.

In accordance with our Child Protection and Safeguarding procedures, this position requires an Enhanced DBS check.

For information regarding how we process your data, go to <https://warringtonyouthzone.org/privacy-policy/>

CLOSING DATE: Thursday 31st July 2025

PROFILE

POST:

Sports Coordinator

SALARY:

Pay range between £25,500 - £28,000

(Dependent on experience)

LOCATION:

Warrington Youth Zone (Dallam Lane, WA2 7NG)

REPORTING TO:

Senior/Junior Youth Work Manager

CONTRACT:

Fixed term contract until March 2026

40hours per week – some evening and weekend work required

BENEFITS:

33 days (pro rota) holiday inclusive of Bank holidays (rising with length of service)

3% employer pension contribution once earnings threshold is reached

KEY RESPONSIBILITIES

- To plan, co-ordinate and deliver a comprehensive sports programme for young people aged 7 to 19 (up to 25 for those with additional needs) at Warrington Youth Zone, helping to build their confidence, social skills and improve their overall wellbeing (This is delivery role and a minimum of 55% of working hours will be face to face with young people across 4 sessions).
- To ensure that the sports programme is high quality and meets the needs of the young people including those with additional needs and disabilities and young people who typically don't engage in sports.
- To ensure that the sports programme contributes to the wider youth work agenda, supporting the development of young people.
- To motivate, encourage and support young people to participate fully in sports sessions.
- To ensure all sports staff and volunteers are equipped with a range of resources and activities to engage, develop and inform young people.
- To motivate, train, manage, develop, co-ordinate and maintain an adequate staff of sports coaches both paid and voluntary to deliver high quality and safe activities.
- To identify during sessions any relevant issues or areas of development for young people and ensure that these are targeted in the sports programme delivery.
- To maintain a comprehensive and detailed up-to-date inventory of all equipment owned and/or used by the department.
- To ensure all sports delivery is safe and complies with Warrington Youth's Zone policies
- To organise special sports events, competitions, challenges and projects on a regular basis.
- To ensure that young people and their ideas contribute fully to the planning and delivery of all activities in the Youth Zone.
- To support the Youth Zone promotional plan and work in the community to attract young people.
- To manage, induct, train, support and develop a team of part time sports workers and volunteers, working with the Volunteer and Training Manager, Youth Club Co-ordinators and Head of Youth Work, supporting CPD and opportunities for accredited and recorded learning.
- To monitor, record and evaluate the sports programme and provide reports and information as required in order to ensure consistently high-quality youth work provision and demonstrate the impact of the Youth Zone.
- To manage and monitor the budget allocated to the sports programme effectively and efficiently.
- To network with local appropriate sports clubs and community providers and other partner organisations to develop joint working programmes.
- The role requires occasionally session leading and locking up of the Youth Zone to cover for Senior and Junior Club Leads. This will be scheduled by your Line Manager and you will be assigned another member of staff to assist.
- of Youth Zone members is promoted and safeguarded, and to report any child protection concerns to the
- To be alert to issues of safeguarding and child protection, ensuring the welfare and safety designated Child Protection Officers using policies, procedures, and practice.
- To support across the whole Youth Zone offer as required, which takes place every evening, weekend and during school holidays and will occasionally include residential work.
- 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.
- Be a role model for young people and present a positive "can do" attitude.
- To assist with any promotional activities and visits that take place at the Youth Zone, positively contributing towards increasing Youth Zone membership.
- To deputise for the Youth Work Manager as required & carry out any other reasonable duties as requested by the Senior Leadership Team.

PERSON SPECIFICATION

Applicants will be expected to demonstrate the experience, skills, abilities and attributes listed.

SELECTION CRITERIA	REQUIREMENT
EXPERIENCE	
Experience of delivering a range of informal, creative activities to young people	Essential
Experience of supporting / working young people in a community setting	Essential
Experience of working in a team and alongside volunteers	Essential
Organising a programme of youth work activities	Desirable
Experience of working with challenging young people	Desirable
SKILLS, KNOWLEDGE AND ATTRIBUTES	
A good sense of humour	Essential
Ability to engage and build positive relationships with young people, including the disengaged / disadvantaged	Essential
Ability to develop good professional relationships with young people and adults	Essential
Ability to work with young people to enable the development of their social education by providing activity programmes, services and facilities that are fun	Essential
Ability to be enthused by young people and others	Essential
Ability to coach, encourage, motivate and provide reliable support to young people	Essential
Ability to dynamic risk assess	Desirable
Understand the principles of working with children and young people, the issues affecting their lives and knowledge of their needs	Desirable
Basic knowledge of issues young people with disabilities face.	Desirable
QUALIFICATIONS	
Level 2 Youth Work Qualification	Desirable
First Aid qualification	Desirable
Evidence of ongoing professional development	Desirable
GCSE or equivalent literacy and numeracy	Desirable
SPECIAL REQUIREMENTS	
A willingness to work unsociable hours	Essential
A willingness to cover events, holidays and staff absence	Essential
DBS enhanced clearance and committed to Safeguarding children	Essential

