



Satellite Youth Club Co-ordinator



ROLE PROFILE

POST:

Satellite Youth Club Co-ordinator

SALARY:

£13.50 per hour

LOCATION:

Satellite locations across Warrington

REPORTING TO:

Outreach and Detached Manager

CONTRACT:

Permanent, 20 hours per week

BENEFITS:

- Pension contribution of 3% once the earnings threshold is reached.
- Hourly staff – annual leave calculated at 14% of hours worked on a rolling basis
- Continuous training opportunities available.
- Free on-site Gym access



ABOUT ONSIDE

OnSide is about opportunity. Potential exists in every young person, in every community. What makes the difference is access to opportunity.

OnSide is a national charity that believes all young people deserve the chance to discover their passion and purpose and to explore where their potential could take them. OnSide fund and build state of the art Youth Zones in some of the country's most economically disadvantaged areas, while training and supporting the skilled teams who run them.

Youth Zones are vibrant, purpose-built spaces packed with inspiring facilities and led by dedicated youth workers who believe in young people. They help young people build confidence, ambition and skills, giving them the belief to aim high and thrive.

This is life-changing support that creates real opportunity for thousands of young people from all backgrounds.

WARRINGTON YOUTH ZONE

Warrington Youth Zone builds on the proud history, values and legacy of Warrington Youth Club, which has supported young people in the town for nearly 100 years.

Originally founded in 1930 as Warrington Boys Club by a group of parents concerned about their sons after school, the club was formally established in 1935 as part of the national Boys Club movement. The organisation later moved to a purpose-built home on Rodney Street, officially opened by Princess Margaret in 1950, where it served generations of young people for the next 50 years.

As the building aged, the Club relocated to the Peace Centre in 2000 through a partnership with the Tim Parry Jonathan Ball Foundation for Peace and the NSPCC. In 2003, the charity became Warrington Youth Club, benefiting from the centre's great facilities for the next two decades.

Since 2009, Warrington Youth Club has worked with OnSide, Warrington Borough Council and local partners to bring a Youth Zone to the town. After many years in development, planning consent was granted for Warrington Youth Zone be built on Dallam Lane, close to both the University Technical College and Rodney Street - bringing the organisation's story full circle.

Opening our doors in July 2022, Warrington Youth Zone has become the new home and evolution of Warrington Youth Club. We believe in 'Inspiring young people to achieve'. We exist to support young people's development, offering opportunities to gain, increase and develop skills, knowledge, self-awareness and confidence. Enabling them to make positive and healthy life choices through our wide range of programmes aimed at different age groups.

THE ROLE

Warrington Youth Zone has "Satellite" youth clubs within the community, offering a youth work provision for young people that is closer to home and easier for them to access. These are typically based within local community centres and do their best to offer everything that is available at the Youth Zone in the town centre.

The clubs offer a wide range of activities, from sports, games and challenges to arts, crafts and baking. As the coordinator of the team, you will be responsible for ensuring young people have access to an exciting and engaging programme, making it a fun and safe environment for them to be themselves and explore skills.

The post holder will be responsible for the planning, resourcing and delivery of all youth work within WYZ's satellite clubs.

This will involve managing a small staff team too whilst on shift, who will deliver entirely face-to-face youth work.

CLOSING DATE FOR APPLICATIONS:

Closing date for applications is 20th October 2026.

HOW INTERVIEWS WILL TAKE PLACE:

As applications are received, they will be reviewed alongside this role profile, and candidates will be invited to interview without delay.

Please note: We reserve the right to close this vacancy earlier depending on the number of applications we receive for the role

APPLICATION PROCESS

To apply, please complete the application from (<https://warringtonyouthzone.org/get-involved/vacancies/>)

and return to recruitment@wyz.org.uk

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 with a satisfactory result.

For information regarding how Warrington Youth Zone processes your data, go to

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

KEY RESPONSIBILITIES

- To support the planning, coordination and delivery of a high-quality youth work programme for young people aged 7–16 across Warrington Youth Zone's satellite youth clubs, with a minimum of 60% of working hours spent face-to-face with young people
- To deliver engaging, inclusive and responsive sessions that reflect the needs, interests and ideas of young people, including those with additional needs and disabilities and those who may not typically engage in youth work
- To support the Manager in ensuring the satellite programme contributes to the wider Youth Zone offer and reflects the principles of the National Youth Work Curriculum
- To build positive relationships with young people, encouraging participation, confidence, personal development and positive engagement
- To provide day-to-day support to sessional youth workers and volunteers during delivery, ensuring they have the information, resources and practical support needed to deliver effective sessions.
- To act as a point of contact for sessional workers during sessions, identifying and escalating any staffing, performance, safeguarding or operational concerns to the Manager where appropriate
- To support the planning and organisation of sessions, including activities, resources, equipment and venue requirements
- Be prepared to participate in and provide cover where necessary for staff for both Satellite and Outreach sessions
- To maintain accurate and timely records, including registers, attendance, engagement information, session records and other required data
- To support the collection of information and evidence that demonstrates the reach, quality and impact of the satellite programme, providing information to the Manager for reporting purposes.
- To maintain an up-to-date inventory of equipment and resources and report any damage, loss or replacement requirements to the Manager
- To support the safe running of satellite sessions and ensure delivery complies with Youth Zone policies and procedures, particularly in relation to safeguarding, health and safety and equality, diversity and inclusion
- To build and maintain positive working relationships with community centre leads and other local partners, representing Warrington Youth Zone professionally within the community .
- To support promotional and engagement activity, including school visits, assemblies, community events and family activities, helping to raise awareness of the Youth Zone offer
- To act as a key holder for relevant satellite venues and ensure buildings are appropriately secured at the end of sessions
- Be a role model for young people and present a positive "can do" attitude and take personal responsibility for own actions.
- To support wider Youth Zone delivery where required, including evenings, weekends, school holidays and occasional residential work.
- Commit to a culture of continuous improvement
- Work within the performance framework of Warrington Youth Zone.
- 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
- 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 Safeguarding Lead using the safeguarding policies, procedures and practice (training to be provided)
- Represent Warrington Youth Zone positively and effectively in all dealings with internal colleagues, and external partners
- To actively promote the Youth Zone and positively contribute towards increasing Youth Zone membership
- Any other duties as may reasonably be required

PERSON SPECIFICATION

Applicants will be expected to demonstrate the experience, skills, abilities and attributes listed below throughout the recruitment process. However, if you do not meet every requirement but feel you have a strong and relevant transferrable skill or lived experience to draw from, we encourage you to apply. Here at Warrington Youth Zone, we are committed to driving change and to building a diverse, inclusive and authentic workplace so if you are excited about this role but your past experiences do not align perfectly, please tell us how your experience is transferrable.

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	
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 coach, encourage, motivate and provide reliable support to young people	Essential
Ability to work reactively to situations and change the programme/activity as needed.	Desirable
Basic knowledge of issues young people with disabilities face.	Desirable
Understand the principles of working with young people, the issues affecting their lives and knowledge of their needs	Essential
Knowledge of health and safety requirements	Desirable
Proven ability of working positively within an environment who has significant focus on Safeguarding.	Essential
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
Enhanced DBS clearance. Commitment to Safeguarding children	Essential