



ROLE PROFILE: Chief Operating Officer

WARRINGTON



An **OnSide** Youth Zone



POST:

Chief Operating Officer

SALARY:

Competitive (to be agreed during recruitment)

LOCATION:

Warrington Youth Zone, Dallam Lane, Warrington, WA3 7NG

REPORTING TO:

Chief Executive Officer (CEO)

CONTRACT:

Permanent Contract 40 hours per week

BENEFITS:

3% matched contribution pension; 33 days holiday inclusive of Bank Holidays, Health Shield (Health Care plan), Agile Working policy, Employee Assistance Programme

THE ROLE

As a member of the SLT (Senior Leadership Team) the Chief Operating Officer will work closely with the CEO and Senior Managers to ensure the Charity delivers the vision and Strategic Objectives. You will drive and execute the Youth Zone's operational plans and deliver on the annual business plan. You will take responsibility for the offer to young people ensuring the efficient and effective delivery of the offer to young people.

WHAT SUCCESS WILL LOOK LIKE

The successful candidate, in the first 12 months, will:

- Build on the success of the current strategy and delivery plan.
- Deputise for CEO by engaging with a wider set of external stakeholders.
- Built relationships both internally and externally in order to meet the Charity goals.
- Have a strong understanding and contribution to the Risk Register
- Lead on proactively managing the team to live the WYZ values.
- Work closely with SLT to ensure the charity is fully compliant with all relevant requirements.

APPLICATION PROCESS

External applicants – To apply, please complete the application form and return with your CV to: recruitment@wyz.org.uk

Closing Date: Sunday 11th January 2026

**Interviews will take place:
Between 19th-21st January 2026**

In addition, please do 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 Warrington Youth Zone processes your data, go to <https://warringtonyouthzone.org/privacy-policy/>

KEY RESPONSIBILITIES

- Provide Strategic Leadership and management of every aspect of Warrington Youth Zones Day to day operations in line with the direction of the CEO, requirements of the Board of Trustees and the Strategic Plan
- Provide strategic direction and offer proactive challenge and support to continuously drive-up standards across
 - Service Delivery for children and young people.
 - Targeted Operations
 - Facilities
- Actively manage and monitor budgets as assigned
- Support the CEO to further develop and embed the Risk Register for Warrington Youth Zone so the Senior Leadership Team and Board members can easily identify major issues and ensure effective mitigation procedures are in place and regularly reviewed
- Work closely with the SLT to ensure the Charity is fully compliant with all relevant reporting requirements and ensure necessary processes and procedures are in place including.
 - Compliance with funding and contractual requirements
 - Compliance with reporting requirements to Board of Trustees
 - Conformance to Data protection legislation
 - Conformance of facilities and operation to Health and Safety legislation
 - Compliance with all HR Legislation
- Be responsible for the line management of our Head of Youth Work and Head of Targeted Programmes
- To support the Facilities Team to ensure that the Youth Zone is maintained to the highest standards at all times
- To take a proactive lead in ensuring that Safeguarding is at the forefront of everyone's practice. Ensuring that all team members and volunteers are aware of the importance of being alert to safeguarding and child protection issues.
- Act as one of the Organisations Designated Safeguarding Leads (DSL) following the internal safeguarding policies, procedures and practice.
- 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 or outside of the Youth Zone
- To undertake any reasonably required duties as instructed by the CEO in addition to the role specific tasks and responsibilities
- To adhere to all Warrington Youth Zones policies at all times with particular reference to Health and Safety, Safeguarding and Equal Opportunities
- To represent the organisation at various forums and events on a local, regional and national basis in coordination with the CEO
- Chair and coordinate the weekly Operations Meetings ensuring that the events taking place at the Youth Zone on a daily basis are coordinated and communicated and prevent diary clashes.
- Coordinate projects and programmes in partnership with the Chief Executive to ensure effective delivery.
- To coordinate events run at the Youth Zone and by the Youth Zone in other locations across the borough

PERSON SPECIFICATION

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

SELECTION CRITERIA	REQUIREMENT
EXPERIENCE	
Managing teams to excel in the social care sector using tools such as OKRS or KPIs to maximise the impact of team members work	Essential
Proven track record of working in the Safeguarding arena and with the ability and experience of acting as a DSL providing advice and guidance to team members on Safeguarding issues	Essential
Ability and experience of managing people and performance issues including managing disciplinary processes	Essential
Ability and experience of managing multiple workstreams simultaneously to achieve the highest standards	Essential
Experience of championing Youth Voice and involving young people in decision making processes	Desirable
Understanding of the process and theory of Youth Work	Desirable
Experience of using the CRM system Salesforce	Desirable
Experience of operational management of a large multipurpose facility	Desirable
SKILLS, KNOWLEDGE AND ATTRIBUTES	
Understanding of grant funded programmes and the process of applying for and securing funding through Grants and Trusts	Essential
Ability to calculate and compile budgets for projects forecasting and using a full cost recovery model	Essential
Ability of managing budgets and forecasting and predicting variances	Essential
Ability to manage health and safety issues and take remedial action as required	Essential
Ability to manage complex safeguarding cases working across multiple agencies	Essential
Ability to coordinate teams and meetings effectively with clear communication and outcomes clearly identified at the end of each meeting	Essential
Ability to plan new projects and programmes in respond to issues which are identified	Desirable
Have a 'can do' attitude with the ability to seek the solution rather than focus on the problem	Desirable
Ability to support fundraising events and activities	Desirable
QUALIFICATIONS	
Degree of equivalent in Social Work or Youth Work	Essential
Ongoing training in Safeguarding and Child Protection	Essential
Qualification in Leadership and Management	Desirable
SPECIAL REQUIREMENTS	
Able to work evenings, weekends, school holidays and bank holidays as required	Essential
Ability and flexibility to be a point of call on weekends, evenings, schools' holidays and Bank Holidays	Essential
To act as a key holder for the building taking responsibility for the opening and closing of the building as required	Essential