



Young Bristol

Works for young people

Community Youth Club Sports Staff

Job Pack

**Briefing
Job Description
Person Specification**



Young Bristol
Works for young people

About Us

Young Bristol is a youth-driven charity that works to offer a choice of opportunities and experiences for all young people. By working in partnership with a wide-range of community-based centres, and directly with young people through our programme of activities, we respond creatively to their needs and realise their capabilities.

Today we are recognised as one of Bristol's leading providers of community based youth services, though our community youth club network based in some of Bristol's most challenging communities, and a valued provider of outdoor activities, creative arts, instructor training and informal educational programmes for young people during their critical non school hours. We provide positive activities and safe places where young people can build confidence, skills, self-esteem whilst having fun and improving their pathway to employment.

We are committed to and recognised for significantly contributing to the healthy development of young people – especially those who need us most.

With families and others in the community and beyond, we help young people grow to be confident, healthy, responsible, resilient and successful in life.

Founded in 1928, Young Bristol is a youth charity that enables young people 8 – 24 years of age to achieve great futures as productive, caring, responsible members of society.

Our Work is Driven by Five Key Values;

- Inclusion and Opportunity
- Respect and Belonging
- Empowerment
- Collaboration
- Speaking Out

“We Believe That Every Young Person Has the Right To Discover What They’re Capable Of!”



Young Bristol
Works for young people

Post Details

Job Description

MAIN PURPOSE OF JOB:

- Delivery a variety of multi-sport activities within our Club Network from taster sessions through to formal delivery that; Fits in with the needs of the young people and, is commensurate to the National programme hosted by the National Association of Boys' & Girls Clubs.
- Building strong relationships with club staff and members and ensuring the Club programme is both Club and member driven, effectively utilised, evaluated by a selection of participants and constantly reviewed and improved. Appropriate photographs and/or video evidence should be included within this evidence base.
- Report figures and attendance to the Community Clubs Development Lead to ensure efficient operation and promotion of the Young Bristol Clubs programme. These will include; recording attendee's details, sessions details, written and/or verbal updates and reports as required by funding Agencies and/or the Management team ensuring agreed outcomes are delivered and monitoring and evaluations are completed.
- Support the overall delivery of Young Bristol programmes including its community based youth club network.
- Work as part of a team towards individual and team targets.
- Follow and at times create Health & Safety Risk Assessments (where necessary) for each activity and the safe and professional execution of such.
- Work in accordance with all Young Bristol Policies and Procedures.
- On occasions it may be necessary for you to perform the role of Group Leader, which will include having responsibility for behaviour and pastoral care of young people whilst they are participating in the Young Bristol Clubs programme.
- Promote the various training and activity programmes available via Young Bristol, UK YOUTH, NABGC and any other appropriate Partner Organisation.
- Undertake any other duties as are commensurate with the post or will be of benefit to Young Bristol and its various programmes and/or its network of community youth clubs.



Young Bristol
Works for young people

Person specification

Essential

- Have a flexible approach to work as evenings and some weekend work will be essential
- Self motivated and positive attitude
- Approachable, friendly and trustworthy
- Excellent written and verbal communication skills
- Competence in the use of IT packages (e.g. word processing, email, data entry)
- Ability to work effectively and enthusiastically in a team situation and on own initiative
- Commitment to develop themselves and wishes to expand their experience working with young people
- Be flexible with work hours
- Be “Pro-active” in your role
- Be able to work against targets
- Full UK Driving License

Desirable

- Access to a vehicle
- A current MIDAS certificate or a willingness to undergo MIDAS training. Would require Full Clean License, held for 2 years or more and over 21 years old
- Experience with working with young people
- Have taken part in a National Citizen Service programme



Young Bristol
Works for young people

The Package

Working hours:	15 hours per week which will include evening and occasional weekend work. This will include 3 x 3hr evening sessions per week and 6 hours planning time.
Salary:	£16,009.50 Pro Rata
Term:	Fixed Term – September 31 st 2020
Holidays:	35 days per annum, Pro Rata, inclusive of all public holidays
Probation:	This post is subject to a 3 month probationary period
Training:	In house training will be provided. We are committed to the development of our staff therefore any training commensurate to your role we are happy to explore
Line Manager:	Community Club Development Lead
Vetting:	This post is subject to a Disclosure and Barring Service (DBS) Enhanced Check. Young Bristol takes the safety and safeguarding of young people extremely seriously. As part of this role Young Bristol will fund your training in First Aid, Child Protection and Safeguarding.
Location:	The Station, Silver St, Bristol, BS1 2AG

Recruitment

To apply for this position, please send your CV along with a cover letter detailing how you are suitable for this role, to us by email on hr@youngbristol.com or via post marked Private & Confidential to:

Community Club Development Lead, Young Bristol, The Station, Silver Street, Bristol, BS1 2AG

We will confirm receipt of your application within 2 working days.
The closing date for applications is **9am** on the **20th September 2019**