



ROLE PROFILE

ARTS & HERITAGE COORDINATOR GRIMSBY YOUTH ZONE (HORIZON)



SALARY OFFER:

£26-30,000 Dependent on Experience

LOCATION:

Horizon Youth Zone, Grimsby (flexible working while construction is underway)

REPORTING TO:

Openings Manager until the Youth Zone is open and then Head of Youth Work.

CONTRACT:

Permanent 37.5hrs per week, including weekends and evenings.

KEY RELATIONSHIPS:

Horizon Youth Zone team, local community and organisations (particularly harder to reach groups), local council.

BENEFITS:

- Workplace pension
- Access to OnSide's Talent Academy; bespoke training and mentoring
- Free Gym Access (Once the Youth Zone is Open)

OUR COMMITMENT TO EQUITY, DIVERSITY & INCLUSION

The strength of OnSide comes from the diversity of the people within our vibrant network. We are proud that our Youth Zone teams reflect the communities they serve, and we value people working together from a range of different backgrounds, locally and nationally, and with different experiences, all with a shared passion for boosting the aspirations of young people across the country. Diversity brings innovation, fresh ideas and creativity, and we actively strive to create a culture that is truly inclusive and fair for all and where everyone in the team can be themselves and thrive.



ABOUT HORIZON YOUTH ZONE

Grimsby Youth Zone, named “Horizon” by local young people is a brand-new locally run youth charity, set to provide thousands of young people with the opportunity to have fun, make new friends, try something new and feel safe.

With community centric values and located in the heart of Grimsby, it will be an inspiring place for young people aged 8 – 19, and up to 25 for those with additional needs, to enjoy their leisure. The building is due to be completed in 2025.

It will change the lives of thousands of young people each year – delivering social impact on an incredible scale.

State-of-the-art facilities will offer over 20 activities - including sports, arts, culture, and recreation—available every evening, weekend, and school holiday, showcasing our commitment to providing the best for young people.

Horizon is based on a proven model of youth service and youth work provision that is aligned to community needs and supported by cross-sector funding. Horizon will give young people affordable access to services designed to empower them to lead healthier, positive and more active lives, raising their own aspirations and their community.

Watch here you see the power of Youth Work and the impact attending a Youth Zone has had on young people and see the support Horizon will provide to young people:

 [Archie's story #ButWhenImHere](#)

 [Mala's story #ButWhenImHere](#)

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.

OnSide is a national charity that believes all young people should have the opportunity to discover their passion and their purpose to find 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 where they can learn and grow, share their stories, and celebrate their success together. This is passionate, properly funded youth provision, with no ifs or buts. It's about giving young people a chance to shine in an environment where they can be themselves.

It's about opportunity.

 [OnSide - But when I'm here](#)



THE ROLE

This role, funded by the National Lottery Heritage Fund and set to receive long-term support through Horizon's core funding, offers an exciting opportunity to lead, deliver, and coordinate Horizon Youth Zone's Arts and Heritage programme.

We need someone who is creative, highly organised, an excellent communicator and is passionate about empowering Young People. You will hold responsibility for the Arts and Heritage provision, inspiring and engaging Young People aged 8 to 19 (or up to 25 for those with additional needs).

The role will further utilise Arts and Heritage in the wider youth work agenda supporting and encouraging young people to express themselves, explore issues and facilitate personal development. This will include planning and delivery, with support of the wider team and across universal youth work sessions as well as project-based delivery.

A background or knowledge of local heritage is advantageous, however a keen interest in local history and/or a creative or arts background will also be considered. If you have a passion for unlocking young people's potential, this role might be perfect for you!

ALL HORIZON YOUTH ZONE EMPLOYEES ARE EXPECTED TO:

- Be a role model for young people, present a positive 'can-do' attitude and take personal responsibility for your own actions.
- Work within the performance framework of the charity and live the values of Vault Youth Zone and the OnSide Network, contributing to a culture of high performance, continuous improvement and a young person first, team always ethos.
- Represent and promote the Youth Zone positively and effectively in all dealings with internal colleagues and external partners, assist with any promotional activities and visits that take place at Vault.
- Comply with all policies, procedures, and codes of conduct, with particular reference to Safeguarding, Health & Safety, and Equity, Diversity & Inclusion.

JOB DESCRIPTION

KEY RESPONSIBILITIES

STAFFING AND TEAM MANAGEMENT

Recruitment and Development: Support with the Recruitment, retainment, and development of a high-quality, motivated team of Arts and Heritage staff and volunteers. Provide coaching and support to help them achieve their full potential.

Staff Management: Manage the Arts and Heritage Youth Work delivery team, ensure an effective staff rota is in place to cover the delivery programme and address any challenges such as holiday cover planning, absence, and performance.

YOUTH WORK OFFER AND PROGRAMME

Delivery Offer: To plan, co-ordinate and deliver a high quality, creative and engaging Arts & Heritage programme for young people aged 8 to 19 (up to 25 for those with additional needs).

Events and Targeted Projects: To organise special creative Arts and Heritage events, challenges and projects on a regular basis and in line with project requirements.

Communication: Share programme details with the Arts & Heritage delivery team ensuring they have all they need to support delivery. Work alongside the Delivery Management Team and Communications lead to ensure that the Arts & Heritage offer is well-communicated to young people.

SAFETY AND SAFEGUARDING

Safe Environment: Ensure the Youth Zone is a safe, welcoming place for young people, maintaining high standards of Safeguarding and Behaviour.

High-Standard Facilities: To maintain a comprehensive and detailed up-to-date inventory of all equipment owned and/or used by the department and work with the wider team to maintain high standards in the Youth Zone's facilities, communicating any issues to the facilities manager.

YOUTH ENGAGEMENT

Involvement and Voice: Ensure young people's ideas are integral to planning all activities, and they have a voice within the senior leadership team.

Attendance and KPI Achievement: Ensure the Arts and Heritage offer is well-attended, meets the needs of Young People, meeting key performance indicators (KPIs), such as attendance targets and outcomes for funded projects

Youth Advocacy: Champion young people within the organisation, ensuring all services provide a great experience and that Young People's ideas contribute fully to the planning and delivery of all Arts and Heritage activities in the Youth Zone.

EVALUATION AND REPORTING

Feedback and Evaluation: Commit to continuous feedback and review processes for Horizon's delivery and impact. Contribute to the OnSide network's evaluation and excellence framework, including storytelling through case studies.

Budget Management: Manage budgets and complete delivery reports.

LEADERSHIP AND NETWORKING

Strategic Leadership: Serve as a member of Horizon's Delivery Management Team, acting as a role model and contributing to the strategic Delivery plan

Networking: Network with key Arts and Heritage delivery partners and stakeholders including community providers and other organisations to develop joint working programmes and effective partnerships.

Comply with all policies, procedures, and codes of conduct, with particular reference to Safeguarding, Health & Safety, and Equality, Diversity & Inclusion

PERSON SPECIFICATION

Applicants will be expected to demonstrate the experience, skills, knowledge and aptitudes listed below throughout the recruitment process. However, if you don't meet every single requirement but feel you have strong and relevant transferrable skills or lived experience to draw from, we encourage you to apply anyway. Why? Studies have shown that women and Black, Asian, Mixed Race & other ethnically diverse people are less likely to apply for jobs unless they meet every single criteria/competency. OnSide and the Network are dedicated to driving change and to building diverse, inclusive, and authentic workplaces, so if you're excited about this role but your past experience doesn't align perfectly, please tell us how your experience is transferrable.

You may be just the right candidate!

SELECTION CRITERIA

EXPERIENCE

Proven track record in planning and delivering engaging Arts & Heritage programmes for diverse youth demographics (ages 8-19, up to 25 with additional needs/disabilities)

Experienced in safeguarding, ideally in a Youth Work setting, ensuring the safety and well-being of all young people with unwavering commitment and proficiency in related referral processes.

Demonstrates strong communication skills (written & verbal), effectively engaging with all levels of internal and external stakeholders ranging from young people to delivery partners and the senior leadership team, always ensuring clear and impactful interactions.

Experience managing clear behavior standards and managing conflict between young people.

Management experience with an understanding of basic HR processes related to people management, attendance, and staff performance.

Proven track record in project management of youth programmes, including H&S requirements, staff scheduling and budgeting having the ability to prioritise deadlines to achieve impactful outcomes.

SKILLS, KNOWLEDGE AND ATTRIBUTES

Having a young person focused approach, being passionate about the power and impact of youth work and how Arts & Heritage can be used as a vehicle to empower young people to become the very best versions of themselves.

Knowledge and understanding of the national and local issues facing young people, alongside an understanding of contextual safeguarding and the youth work process.

A collaborative approach with the ability to engage with a variety of stakeholders with particular focus on Arts & Heritage to build strong relationships, creating opportunities for high quality youth work delivery.

A commitment to the mission, aims and values of Horizon Youth Zone, a knowledge and understanding of the Arts & Heritage sector in North East Lincolnshire and what it has to offer to the wider community would be advantageous.

An ongoing commitment to equity, fairness, and respect.

A willingness to work evenings & weekends with the flexibility, motivation and commitment to meeting the needs of young people at Horizon Youth Zone, ensuring a quality Arts and Heritage programme and Youth Work offer is upheld.

QUALIFICATIONS

Educated to degree level in a relevant subject or equivalent experience, ideally supported by a youth work qualification would be advantageous but not essential.

Proficient IT skills with an understanding of Office 365 and relevant support systems

Where applicable, evidence of ongoing professional development (for example Safeguarding, Health & Safety, Management etc.)

GENERAL INFORMATION

The normal hours of work are 37.5 per week, or those necessary to fulfil the requirements of the position. There will be a requirement to work outside the normal 9 to 5, Monday to Friday, working week, including frequent evenings and weekends. This will mean working flexibly across the week, to suit the needs of both the role and the individual. Pre-opening and before the Youth Zone is built there will be elements of flexible working.

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

APPLICATION PROCESS

ANONYMOUS APPLICATIONS:

We recognise as a Network that our workforce is under-represented in certain areas and are committed to addressing this. We strongly encourage applicants to submit anonymous applications; in practice this means removing your name & email address from your CV & cover letter. Only these documents will be shared with the selection panel.

To apply, please;

1. Email a CV and cover letter (no more than one page) to hr@onsideyouthzones.org
2. Please provide the following information:
 - Looking at the person specification, briefly describe how your skills and experience (including any lived experience)
 - make you a good candidate for this role. (200 words max)
 - How you demonstrate your commitment to fairness, equity and respect.
 - Confirmation you are eligible to work in the UK (the successful candidate will be required to provide documentary evidence before a job offer confirmed).
 - Any reasonable adjustments we can make to assist you in your application or the selection process.
3. This role will be based in the Youth Zone and in accordance with our Child Protection and Safeguarding procedures, this position requires an **Enhanced DBS check**
 - Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?
 - Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020

INTERVIEWS:

We look forward to receiving your application. Please be aware that due to the Christmas period, there may be delays in processing applications and responses. Applications will remain open into the new year, with interviews scheduled for early January 2025. We encourage you to apply as soon as possible to ensure your application is considered.



For information on how OnSide processes your data, go to [OnSide Youth Zones Job Applicant Privacy Notice - OnSide Youth Zones](#)

THE **ONSIDE** NETWORK VALUES

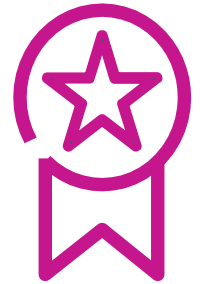


YOUNG PEOPLE FIRST

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.

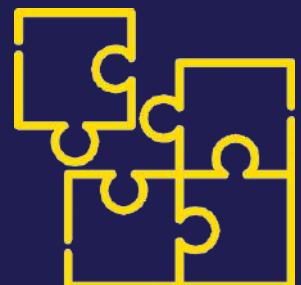
AMBITION

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.

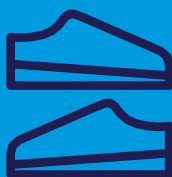


PROVEN IMPACT

OnSide
Here for young people



OVER **55K**
MEMBERS
ACROSS
THE ONSIDE
NETWORK



MEMBERS
MAKE OVER
650K
VISITS EVERY
YEAR



£187M
INVESTED IN
YOUNG
PEOPLE
THROUGH OUR
NETWORK

GIVE YOUNG PEOPLE

A safe exciting place to go to have fun, build their social networks and support their personal development



77%
OF MEMBERS ARE
MORE SELF-CONFIDENT



82%
OF FREQUENT
ATTENDERS HAVE MORE
FRIENDS

HELP YOUNG PEOPLE

lead healthier, happier lives

1 IN 10



OF YOUNG PEOPLE
HAVE A DISABILITY OR
ADDITIONAL NEED

70%



OF MEMBERS
BELIEVE THAT THEY
ARE HEALTHIER

75%



FEEL BETTER IN
THEMSELVES

64%



OF PARENTS
THOUGHT
THEIR CHILDREN
HAD BETTER
MENTAL HEALTH