

ROLE PROFILE

VOLUNTEER COORDINATOR GRIMSBY YOUTH ZONE (HORIZON)



SALARY OFFER:

£26,000 to £30,000 (dependent upon experience)
with 33 days Holiday (inclusive of bank holidays)

LOCATION:

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

REPORTING TO:

Head of HR and Operations

CONTRACT: Permanent full-time, 37.5 hours per week

LINE REPORTS:

Volunteers

BENEFITS:

- Workplace pension
- Free gym access (once the Youth Zone opens)
- Access to OnSide's Talent Academy; bespoke training and mentoring

OUR COMMITMENT TO EQUITY, DIVERSITY & INCLUSION

AS AN EQUAL OPPORTUNITIES EMPLOYER, WE WELCOME APPLICATIONS FROM UNDER-REPRESENTED GROUPS; IN PARTICULAR FROM BLACK, ASIAN, MIXED RACE & OTHER ETHNICALLY DIVERSE INDIVIDUALS, PEOPLE WITH DISABILITIES, AND MEMBERS OF LGBTQ+ COMMUNITIES. OUR DEDICATED ED&I GROUP, WITH SUPPORT FROM THE SENIOR LEADERSHIP TEAM, IS ACTIVELY PROMOTING AND ADVANCING DIVERSITY AND INCLUSION AT ONSIDE, ENSURING A CULTURE WHERE EVERYONE 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 to 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.

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 a 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
https://www.onsideyouthzones.org/](https://www.onsideyouthzones.org/)

THE ROLE

Are you a dynamic, driven leader with a genuine passion for the power of volunteering?

If you're passionate about helping young people unlock their full potential, we want YOU to join us!

This role is the perfect opportunity to recruit, motivate, and train a dedicated team of volunteers, bringing their expertise and energy to life, potentially

transforming the lives of thousands of young people.

You'll work alongside every corner of our team to provide essential volunteering support that's at the heart of Horizon Youth Zone's mission.

Not only will you change the lives of young people, but you'll also design and lead a programme that helps our volunteers thrive, grow, and make an impact they'll never forget.

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 Horizon 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 Horizon.

JOB DESCRIPTION

KEY RESPONSIBILITIES

STAFFING AND TEAM MANAGEMENT

Recruitment and Development: Create and develop an ongoing Recruitment strategy to engage and support the local community into the various volunteering opportunities within the Youth Zone setting.

Delivery: Work with full staff team working across all organisational functions to identify impactful volunteer opportunities.

HR and training: Recruit and onboard volunteers following safer recruitment principles, ensuring they have the necessary training and support to flourish.

Volunteer Records: Set up and maintain staff files in line with data/HR legislation, including data collection and impact reporting.

VOLUNTEER SUPPORT AND COORDINATION

Stewardship: Build strong working relationships with volunteers, ensuring a positive volunteering experience.

Integration: Train Youth Zone staff, including the Senior Leadership Team, in volunteer management best practices, facilitating opportunities for staff and volunteers to build good working relationships.

Communication: Regularly communicate and update volunteers, keeping them engaged, informed, and valued.

Administration: Undertake and complete all administration relating to volunteering, including management of the volunteering budget.

Support: Ensure an excellent volunteer experience, providing reassurance, Problem-solving, and conflict management where needed.

Role Model: Be a role model for Volunteers, young people & the wider team, presenting a positive solution focused attitude.

VOLUNTEER RECOGNITION

Culture: Create and build a culture of recognising and valuing volunteers at the Youth Zone and across the organisation.

Reporting: Monitor and record the Impact of Volunteering input.

High-Standard Events: Organise and run volunteer appreciation events, leading on Volunteers Week activities and linking into the wider OnSide Network.

SAFEGUARDING

Policies: Comply with all policies and procedures, with particular reference to safeguarding, codes of conduct, health & safety, and equality and diversity. Ensuring that this is reflected in all aspects of the volunteer experience.

Safeguarding: 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 Child Protection Officers using policies, procedures, and practice.

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 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 transferable.

YOU MAY BE JUST THE RIGHT CANDIDATE!

SELECTION CRITERIA
EXPERIENCE
Demonstrate clear experience of volunteer management best practice, including developing and supporting a wide range of volunteering opportunities and an understanding of volunteers' motivations and the benefits they can bring to an organisation
Experience of developing and delivering a variety of training to small and large groups
Experience of managing successful relationships with colleagues, volunteers, and external partners and confident in providing advice and guidance to others around policy, procedure, and good practice
Experience of managing team of volunteers
SKILLS, KNOWLEDGE AND ATTRIBUTES
Strong ability to communicate the value of volunteers across all levels of the organisation, building effective relationships between staff, volunteers and young people.
Excellent communication skills with the ability to establish a rapport and communicate effectively with a variety of stakeholders across various mediums.
Skilled in inspiring, motivating, and empowering others.
Ability to work independently and collaborate as part of a team with the ability to work under pressure and prioritise tasks effectively.
Strong commitment to promoting diversity in volunteering.
Proficient IT skills with the ability to use Microsoft Office Suite and manage CRM systems and databases.
Proactive approach and can-do attitude
SPECIAL REQUIREMENTS
Flexibility to work evenings and weekends to support volunteers, with any extra hours compensated for as Time Off In Lieu.
Willingness to travel for occasional meetings, such as the Volunteer Managers' Forum.
Knowledge of and a clear commitment to safeguarding, including an enhanced DBS check.
Evidence of ongoing professional development (for example, Safeguarding, Health & Safety, Management).

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 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 email a CV and cover letter (no more than one page) in response to the person specification and questions below to: hr@onsideyouthzones.org

1. Why do you want to work for us?
2. 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)
3. How you demonstrate your commitment to fairness, equity and respect.
4. Confirmation you are eligible to work in the UK (the successful candidate will be required to provide documentary evidence before a job offer confirmed).
5. Any reasonable adjustments we can make to assist you in your application or the selection process.
6. This role will be based in the Youth Zone and therefore require an Enhanced DBS.
 - 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.

CLOSING DATE FOR APPLICATIONS:

9 am, Monday 14 April

FIRST STAGE INTERVIEWS:

Daytime, Tuesday 22 April

YOUNG PEOPLE PANEL

Evening, Tuesday 29 April

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