



# YOUTH WORK COORDINATOR CANDIDATE PACK

**1stCentral.**  
PRINCIPLE PARTNER



OFFICIAL CHARITY OF  
SALFORD CITY FC

# WELCOME TO FOUNDATION 92

Thank you for your interest in becoming a Youth Work Coordinator at Foundation 92. It's an incredibly exciting time to join the Charity as we continue our journey to make a positive difference to the lives of people in Salford and Greater Manchester.

Using the universal hook of Football, Foundation 92 works to proactively engage with a wide and diverse cohort of residents across the city of Salford and the Greater Manchester communities, who otherwise may face significant disadvantage, disengagement and isolation, through no fault of their own.

## About the Role

Foundation 92 are seeking to appoint a dedicated, enthusiastic, and professional individual to the exciting role of Outreach Youth Work Coordinator.

We look forward to receiving your application.



# ABOUT FOUNDATION 92

Foundation 92 is a Charity founded by the Class of '92 in 2018 to give back to communities and causes close to their heart, using the power of football. Sport has long been recognised as a significant tool to have a positive impact on the lives of people and communities.

The Class of '92 co-own Salford City Football Club, which itself has undergone a significant period of change in recent years. Foundation 92 is the chosen Charity of Salford City Football Club.

The Club has a growing fan base and heightened profile, supported by local people as well as those from further afield. Some people from the local community face significant challenges on a daily basis and the Class of '92 wanted to help and support people to overcome some of those challenges, starting in Salford and then Greater Manchester.

Foundation 92 has identified a number of priority areas, based on its Founders' passion, together with evidence of need and consultation in the community.

These are; mental and physical wellbeing, engaging people with a disability, supporting people who are homeless, and engaging young people who are at risk or, or have committed offences.

## OUR SERVICES



EDUCATION &  
EMPLOYABILITY



HEALTH &  
WELLBEING



PARTICIPATION & COMMUNITY  
ENGAGEMENT

## OUR MISSION

*Using the power of sport and education to bring communities together.*

*Providing opportunities, inspiring one another and helping Salford and Greater Manchester to thrive.*



# THE ROLE



<b>Job Title:</b>	Youth Work Coordinator
<b>Reporting to:</b>	Head of Youth Programmes
<b>Number of roles available:</b>	1
<b>Key Relationships:</b>	All Foundation 92 Staff.
<b>Hours of work:</b>	40 hours per week.
<b>Location:</b>	Salford.
<b>Salary:</b>	£26,000 per annum.
<b>Contract:</b>	Full Time.

# JOB DESCRIPTION

**An exciting opportunity has arisen to join Foundation 92's Youth and Sport department as a Youth work coordinator, who will be responsible for the delivery and development of the Foundations youth work, community outreach and engagement offer and community reintegration programmes.**

Working throughout Greater Manchester and Salford, Foundation 92 is proud to deliver a wide and diverse range of high quality, high impact, sustainable health improvement and physical education provision, across a range of sectors including; educational schools, local public spaces and leisure centres.

The post holder will be responsible for the delivery of Foundation 92's highly impactful and successful Youth Work Programmes.

These programmes will support the community and young people, providing them with bespoke mentoring, advice, guidance and support which helps lead young people into ongoing employment, education and training alongside a holistic approach to enable support through soft skills such as communication, teamwork, leadership and confidence building.

Alongside, supporting young people with decision making skills and life skills.

The post holder will be required to have a minimum of one years youth work experience, specifically working with young people in the Greater Manchester or Salford community who face multiple complex barriers which prevent them from achieving their goals, such as those who have experience crime, YOT orders, adverse living condition and social care work.

All post holders will be required to complete an Enhanced DBS clearance prior to the commencement of employment.

# KEY RESPONSIBILITIES

- Design, deliver and develop a bespoke educational and personal development journey, which supports young people to realise and achieve their potential.
- Design, develop and deliver engagement strategies to complete impactful and successful outreach work within the community.
- Provide highly vulnerable young people, who face significant adversity and disadvantage within their lives, with bespoke and personalised youth work which helps reduce inequalities within young peoples' lives, helping them lead sustainable and progressive lifestyles.
- Work collaboratively with a range of external partners such as; Youth Offending Teams, Youth Services, Greater Manchester Police, TFGM, BTP, Job Centre Plus, educational establishments and local businesses.
- Ensure the ongoing development and implementation of positive working relationships with existing Foundation 92 partners.
- Provide young people, where required, with one-to-one mentoring, advice and guidance which helps them identify their potential, creating a clear and sustained pathway where young people can, and are, able to achieve their potential.
- Provide a range of innovative and holistic behaviour and lifestyle change support provision, which supports young people, ensuring service users' needs are met at all times, in a bespoke, person centred manner.
- Successfully manage and partake in the recording of all outcomes against programmes set Key Performance Indicators, including the completion of all programme reporting in line with funder requirements.
- Support with the staff rota to ensure that all sessions are appropriately staffed.
- Assist with the development of all youth work programmes, coordinating specific areas within the department to ensure the Youth department as a whole is able to grow, develop and support more young people.



# ABOUT YOU

## The post holders will have:

- Excellent interpersonal skills
- Excellent communication skills
- Excellent eye for detail
- Extensive experience and understanding around the ongoing impact and data capture of provision within the community, ensuring all programme and service user outcomes are celebrated.
- The ability to work towards and achieve targets set both internally by Foundation 92 and external partners.
- Excellent IT skills.
- The ability to work under pressure and to tight deadlines.
- Ability to work independently and as part of a team.

## This person will be;

- self-motivated
- hard working
- enthusiastic
- a team player

## The post holder will be expected to:

- act with honesty and integrity at all times
- demonstrate high standards of personal conduct
- value and respect colleagues and other members of staff
- work with others to develop and improve our services
- take personal responsibility for their words and actions and the quality of service they deliver.



# PERSON SPECIFICATION

## Qualifications

- Hold a minimum Level 2 Youth Work Practise Qualification (E)
- In-date Emergency First Aid and Safeguarding Certificates (D)
- In-date accepted Full Enhanced DBS check (D)
- Hold a driving license & have own transport or be willing to use public transport to travel across the working area (E) Experience
- Experience of working with children and young people in community-based settings (E)
- Experience of planning and delivering a variety of courses, workshops and events for children and young people (E)
- Experience of working as part of a team with other staff and/or coaches (E)
- Strong organisational and communication skills (E)
- To be outgoing and approachable (E)
- IT Literate (E)
- Understanding of Foundation 92's wider delivery programmes (D)

## Schedule:

- Day shift
- Every weekend
- Night shift

## Experience:

- Mentoring: 1 year (required)
- Youth work: 1 year (required)
- Organisational skills: 1 year (required)
- Licence/Certification:
- Driving Licence (required)



# HOW TO APPLY

In order to apply, you should submit the following to the HR Manager at Foundation 92; Luke Cochrane at: [Recruitment@Foundation92.co.uk](mailto:Recruitment@Foundation92.co.uk)

- A one page statement
- A current CV
- Two references to support your application

All applicants will be notified whether they are invited to interview or unfortunately unsuccessful on this occasion.

Please put 'Youth Work Coordinator' in the subject line of your email.

Should you wish to have an informal conversation about the role, please contact:

**Luke Cochrane, HR Manager at Foundation 92**  
[Recruitment@Foundation92.co.uk](mailto:Recruitment@Foundation92.co.uk)



# TERMS & CONDITIONS

## Confidentiality

Any information relating to people contacted by the Charity acquired in the course of duty must be treated in strictest confidence and must be discussed only within the confines of the work setting with the appropriate members of staff. Any information relating to staff acquired in the course of duty must be treated in the strictest confidence and must be discussed only with senior staff members.

## Disclosure

Because of the nature of the work for which you are applying, this post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Applicants are not entitled, therefore, to withhold.

information about convictions which for other purposes are 'spent' under the provisions of the Act. In the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the Charity. Any information given will be completely confidential. Salford City Football Club is registered with the Disclosure and Barring Service for the purposes of obtaining Disclosures and is committed to the Disclosure Code of Practice.

The Club will work with the Foundation to support this process until such time that it is registered. The Charity has a Policy on the recruitment of ex-offenders and on the secure storage of Disclosures in line with the requirements of the Code of Practice (all available on request). Further information can be obtained from: <http://www.disclosure.gov.uk/>

If you are successful in your application, you will be required to obtain a Disclosure at the level decided upon by the Board of the Foundation.

Safeguarding is everyone's responsibility. Employees must always have regards for the need to safeguard and promote the welfare of children and vulnerable adults in line with legislation. Employees must follow safeguarding policies and procedures and reporting mechanisms to raise safeguarding concerns and keep up to date with safeguarding training as required.



**F92**

Registered  
Charity Number:  
**1180246**

Visit us online:  
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