



RECRUITMENT PACK

(February 2023)

Thank you for showing an interest in one of our current vacancies. We are really excited to be growing our team and are pleased that you are considering joining us. We are expanding our team because more young people than ever before are coming through CYZ's doors. We want to respond proactively to what young people are telling us they need – somewhere to go, something to do and someone to talk to.

At CYZ we have a 'One Team' approach, meaning no matter what role you have, it is valued and supported by everyone in the organisation. We recognise that the strength of CYZ (and the OnSide network of Youth Zones) is the diversity of our people, and we are actively promoting and advancing diversity and inclusion within our team. It is important to us that we achieve a culture where everyone can be themselves and thrive. Whilst we welcome all applications, we especially encourage those from under-represented groups including Black, Asian and Minority Ethnic individuals, people with disabilities, and members of LGBTQ+ community to apply.

I hope that this pack, alongside the information contained on our website, gives you all the information you need to complete an application, but please get in touch if there is something we haven't shared that you would like to know.



Wishing you all the best with your application and I look forward to meeting you during the recruitment process,

Caroline Taylor-Beswick

CEO of Carlisle Youth Zone

ABOUT CARLISLE YOUTH ZONE

Carlisle Youth Zone (CYZ) is a charity set up to give young people aged 7 – 18yrs (up to 25yrs with additional needs) the opportunity to discover their passion and their purpose. We opened in 2011 and currently receive around 1200 visits per week from young people across the city. Integral to our work is a purpose built, £5 million building with facilities that include astro-turf pitches, 4-court sports hall, climbing wall, dance / drama studio, fully equipped gym, music room, and training kitchen. We welcome young people from diverse backgrounds to take part in Youth Clubs, activities and events 6 days a week, and provide opportunity to make friends, develop new skills, unlock their potential and have fun. Beyond the amazing facility, our greatest strength is our team of dedicated youth workers. Whether through a conversation, a project, a game or targeted support, CYZ provides life-changing support that helps local young people to thrive.

Our current priorities

Our vision is simple - *to provide a safe and fun place where the potential of young people is developed and fulfilled.*

In order to progress and achieve our vision, we recently established five key priorities that collectively we will focus on over the next 3 years. These are:

1. Strengthening the Youth Zone's core, open-access, centre-based offer
2. Providing greater support to the growing number of young people living in poverty
3. Ensuring CYZ is a space where all communities of young people feel welcome
4. Locating Youth Voice at the heart of our decision making
5. Supporting young people's emotional wellbeing

We deliver this through our universal, centre based programme, complimented by targeted youth work.

OUR CENTRE BASED PROGRAMME

Gym Sessions

We have a fully equipped gym with a wide range of cardio and resistance machines as well as free weights and energizers. A youth worker (volunteer or paid) who holds a level 2 gym instructor qualification is able to host gym sessions for our members.

We currently offer our Senior members (12 – 18yrs) access to the Gym between 3.15 – 5pm from Monday to Friday. We also aim to open the Gym for at least an hour during every Club night (Monday to Saturday).

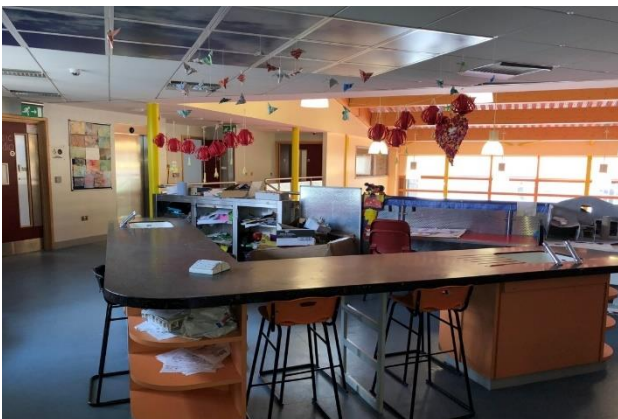


Junior Youth Club

We run a Youth Club for Junior members (7 – 12yrs) three times a week. This is on a Monday and Thursday evenings, and on a Saturday afternoon. We are currently welcoming up to 160 Junior members to each session and our aim is to offer up to 20 activities per session. Activities include Sports, Music, Cooking, Mindfulness, Environmental projects, a Book Club, Sewing and Making, Quiz's, Games Consoles, Pool Competitions and Arts and Craft. Through these activities, our team of staff and volunteers make a difference to the lives of young people by sharing their skills, expertise and interests; building positive relationships with young people, developing their confidence and raising aspirations.

Senior Youth Club

We run a Youth Club for Senior members (12 - 18yrs) three times a week. This is on a Tuesday, Friday and Saturday evenings. We are currently welcoming up to 100 Senior members to each session and our aim is to offer up to 20 activities per session. Activities include Sports, Art, Music (we have a band!), Cooking, Performing Arts, Environmental projects, a Book Club, Sewing and Making, Quiz's, Pool Competitions, Karaoke night, Open Mic Night, Films, LGBTQ+ group, Young Leaders and Youth Voice. Just like our Junior Club, through these activities our team of staff and volunteers make a difference to the lives of young people by sharing their skills, expertise and interests; building positive relationships with young people, developing their confidence and raising aspirations.



Inclusion Youth Club

Whilst we aim to encourage inclusion across all our Clubs, we recognise that for some, offering dedicated time and space which can respond more specifically to individual needs is important for us to prioritise. Our Inclusion Youth Club runs on a Saturday morning from 10 – 12.30pm, and currently welcomes up to 40 members aged 7 – 25yrs. We offer a wide range of activities during this Club, including Sports, Art, Music, Cooking, Environmental projects, Craft, Pool competitions and film. We also aim to routinely make use of our unique Sensory Room within this Club session.



Wednesday Project Night

Wednesday night is all about projects that welcome groups of up to 15 young people to take part in specific activities. Our recent programme has included:



- **Climbing** – with a qualified instructor, we are able to make full use of our climbing wall for 3 groups of young people a night
- **Social Action** – a group of young people are running their own campaign to encourage us all to use less energy. This project is supported by Electricity North West.
- **Cooking** – a 6 week cooking project culminating in a ready, steady cook competition

MENTORING

Our mentoring programme offers a weekly 1:1 session with a trained volunteer for young people to have space for themselves and to chat, play and think about how they can be their best selves. Mentoring can last up to 1 year and is a safe space for young people to chat about their hopes, wishes, desires and challenges – all with a focus on moving forward. Mentors offer person-centred support to young people when they need it.

SOME IDEAS IN THE PIPELINE

We have described some of our current work and priorities, but we are always developing our programme with and for young people. Some work and partnerships we will be developing over the next 12 months include:

- **Young Leaders Programme** – we already have Young Leaders who are active members of our team, and over the next 12 months we will be developing a programme of training and support so we can more fully recognise and celebrate the contributions they are making
- **Duke of Edinburgh's Award** – we are in the process of becoming a registered DofE Centre so we can begin to offer this accredited programme to our members who are 14yrs+
- **Empowering Families Officer (EFO)** – working in partnership with Cumbria Family Support, we will be working with a full time EFO who will be co-located here with us at CYZ. The EFO will work alongside our mentoring project and offer support to a whole family unit alongside the work our volunteer mentors are undertaking with a young person
- **Detached Youth Work and Outreach** – we are currently also recruiting for a Detached Youth Worker, who, in partnership with The Rock Youth Project, will deliver Detached Youth Work in three communities each week. Detached Youth Work is when we take our youth work offer out and about to where young people are meeting in parks and on the streets

WORKING IN PARTNERSHIP

We enjoy a wide range of partnerships with organisations that are able to compliment and enhance our programme for young people. These include (to name just a few):

- Cumbria Wildlife Trust
- Carlisle United Football Club and Community Trust
- The Rock Youth Project
- People First
- Manchester United Foundation
- OUTReach Cumbria
- Multi Cultural Cumbria
- University of Cumbria
- Tullie House Museum
- Cumbria Police
- Cumbria Family Support
- Child Bereavement UK
- Beaumont College

WANT TO JOIN OUR DYNAMIC TEAM?

Due to the increasing numbers of young people accessing CYZ, we have got a range of vacancies to help grow and strengthen our team:

Youth Worker – Centre Based

- We are looking to recruit up to 5 new youth workers to join our team
- The number of hours available per week varies from 3 hours (1 session) to up to 22.5 hours (all 6 sessions). We are happy to be flexible with how we group the hours / sessions for the right candidates
- We are looking to add capacity on the following sessions, with more than one vacancy available in each:
 - Monday Junior Club session 5 – 9pm
 - Tuesday Senior Club session 6 – 9.30pm
 - Thursday Junior Club session 5 – 9pm
 - Friday Senior Club session 6 – 9.30pm
 - Saturday Junior Club session 1 – 4pm
 - Saturday Senior Club session 6 – 9.30pm

Application closing date: we will be reviewing applications on a rolling basis with 9am Monday 6th March 2023 as the final closing date

Reception and Business Support Worker

- We are looking to recruit 2 new Reception and Business Support workers to join our team
- One post is for 30 hours per week; 9am – 3.20pm Monday to Friday (these hours are slightly flexible with regard to start and end times and can be suited to other commitments for the right candidate). This position will be during day time hours and involve reception and business support duties, with a particular focus on the day time bookings and facilities hire (during school holidays, this role will also be integral to welcoming our members to holiday clubs)
- One post is for 26 hours per fortnight worked over an alternate weekly pattern of 9.5 hours one week and 16.5 hours one week. This position will align to some of our Club opening times (details below) and involve reception and business support duties, with a particular focus on welcoming members and parents/carers to their session, supporting the delivery team with member enquires during club time, and overseeing parent/carer collection at the end.
 - 3pm - 9pm Thursday (Junior (7 – 12yrs) session), weekly
 - 3pm - 9.30pm Friday (Senior (12 – 18yrs) session), bi-weekly
 - 9.30am - 1pm Saturday (Inclusion (7 – 25yrs) session), weekly

Application closing date: 9am Monday 27th February 2023

Interviews: we will be inviting all short-listed candidates for a tour and Q&A during Junior Youth Club time (5.30 – 8.30pm) on Thursday 2nd March 2023. Interviews will be held on Friday 3rd March 2023 (daytime).

Pay and benefits

We are proud to be meeting the [Real Living Wage Foundation](#) threshold for pay right across all roles in the organisation. This is a minimum rate voluntarily paid by employers like us who believe everyone needs and deserves a rate of pay that meets their everyday needs. The specific rate of pay for each role in the organisation can be found on the job description.

We also have a range of other benefits including:

- 25 days holiday a year (pro rata) plus bank holidays (where applicable)
- Eligible to join the CYZ NEST Pension Scheme (with 6% employer contribution where applicable)
- Professional development and learning which includes informal opportunities to grow and develop, as well as access to more structured training opportunities via the OnSide Talent Academy
- Employee support including Medicash Assistance Programme
- Access to CYZ gym and fitness facilities (when not in use by young people)
- Discounted holiday club spaces for children and close family members
- Branded workwear
- Access to free parking and tea/coffee supplies

More information

For more information on our CYZ, please visit our website; [Carlisle Youth Zone](#)

To apply, complete the application form which is available on the CYZ website (<https://www.carlisleyouthzone.org/about-us/job-vacancies/>) and return it to personnel@carlisleyouthzone.org

Thank you for taking the time to look at our vacancies, we look forward to receiving your application.