



An **OnSide** Youth Zone

## RECRUITMENT PACK

(May 2023)

Thank you for showing an interest in one of our current vacancies. We are delighted that you are considering joining us at a time when more young people than ever before are coming through the doors of Carlisle Youth Zone (CYZ). During the last term alone (January – March 2023), we welcomed 11,700 visits from young people, provided 7000 free hot meals, and processed 800 annual memberships (taking our current active membership to almost 3000 young people). Being part of Team CYZ presents so many brilliant opportunities to have a positive impact on young people's lives.

Having joined CYZ myself nearly a year ago, I can assure you that you would be joining an organisation that truly delivers on its commitment to a 'One Team' approach; meaning no matter what role you have as part of our almost 90 strong team, it is valued and supported by everyone in the organisation. The roles we are currently looking to fill are:

- **Youth Worker (Centre Based)** – we have a couple of vacancies for people to add to our fantastic team of Youth Workers, contributing a minimum of 3 hours and up to 7 hours each week during evening and weekend sessions
- **Youth Worker (Detached)** - I started my own youth work career as a Detached Youth Worker and so am excited to see this new role coming to CYZ. There are 2 vacancies, including one to be located with our partners (the Rock Youth Project), each for 14 hours per week
- **Reception and Business Support Worker** – the first welcoming face many experience as they enter CYZ, this is a unique opportunity to combine reception and administrative duties alongside making a meaningful every-day difference to young people. The current vacancy is to add capacity to the existing team, and will routinely work a Thursday evening, Friday evening (bi-weekly), and Saturday morning
- **Mentoring and Volunteer Co-ordinator** – this is a rare opportunity to join CYZ as part of our Operational Leadership Team in a full-time position. Our mentoring programme is outstanding and we have just refreshed our Volunteer Strategy so this is a fantastic time to join and lead the ongoing development of an area of work which is delivering demonstrable impact with young people

This range of vacancies have arisen due to a mixture of factors including the need to grow our team to respond to the increasing number of young people needing our support, new projects which have been secured and we are ready to start delivering, and some of our current team members securing progression opportunities through new roles.

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 everything 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 who together, are focused on and dedicated to making a difference for young people. 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 including our highly successful mentoring programme.

## **OUR 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).

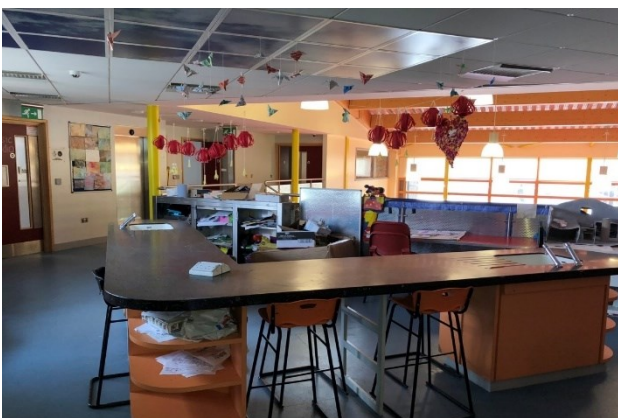


## Junior Youth Club

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 is funded by the four acre trust, and offers young people a weekly 1:1 session with a trained volunteer, providing opportunity to build a positive and trusted relationship which offers space to chat, play and think about how they can be their best selves. Mentoring can last up to 1 year and over time, allows young people to explore their hopes, wishes, aspirations and challenges – all with a focus on moving forward. Mentors offer person-centred support to young people when they need it.

Since September 2021, 81 young people have been supported through mentoring, 46 new volunteers have been recruited, and 12 training sessions have been delivered.

## 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

## PAY AND BENEFITS

We are proud to be meeting the [Real Living Wage Foundation](#) as a minimum 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

## READY TO APPLY?

Alongside this Recruitment Pack, you will find a Job Description and Role Profile for each of our vacancies:

- **Youth Worker (Centre Based)**

We are especially keen to hear from people who are able to contribute to the following sessions (weekly or bi-weekly):

- ✓ Monday Junior Club session 5 – 9pm
- ✓ 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

We are also looking to expand our team of **Sessional Bank Staff** who are available to deliver daytime sessions as part of our school holiday club programme.

- **Youth Worker (Detached)**

In partnership with The Rock Youth Project, we are looking to recruit 2 x Youth Workers (1 to be employed by each organisation) for an exciting new Detached Youth Work programme being delivered in the Harraby, Botcherby and Belle Vue ward areas of Carlisle. Each role will be 14 hours per week and will involve the planning, development and delivery of 3 x Detached Youth Work sessions (evenings to be agreed with successful candidates).

- **Reception and Business Support Worker**

This 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:

- 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

- **Mentoring and Volunteer Co-ordinator (full-time)**

Your role would be to make the outstanding better – recruiting, training, coaching, pairing, listening and problem solving with our wonderful team of mentors and volunteers. This is a rare opportunity to join CYZ as part of our Operational Leadership Team in a full-time position.

**Application closing date:** applications for all vacancies will close at 12noon on Friday 26<sup>th</sup> May 2023

**Interviews:** we will be inviting all short-listed candidates interviews week commencing 5<sup>th</sup> June 2023.

Please note the intended interview date for the Mentoring and Volunteer Co-ordinator is Thursday 8<sup>th</sup> June 2023.

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

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