



THE HARROW CLUB



OUR FAMILY OF YOUTH CLUBS

### **New Role – Deputy Youth Lead x2 roles (Full-time, Permanent Contract)**

As a Deputy Youth Worker in Charge, you will play a key role in supporting the operations and management of our youth club. Working closely with the Youth Worker in Charge, you will assist in overseeing the day-to-day activities and ensure the delivery of high-quality services to young individuals. Your strong organizational skills, leadership abilities and passion for youth development, as well as your role in the safeguarding team, will contribute to creating a nurturing and safe environment where young people can thrive.

### **About Us**

The Harrow Club is a community-based youth organisation offering innovative, accessible and high-quality opportunities, enabling young people from disadvantaged backgrounds to maximise their life chances. This year we are 140 years' old and we are committed to building on decades of service in the local community to address some of the most pressing issues affecting young people today.

Harrow Club is a place for firsts. A first trip to the beach, a night-time walk in the woods, an overnight stay without parents and, for some, the first place where a child really feels at home and that they have a home. Firsts are especially important, they are part of a child's development but also, they build an outlook on life and shape pathways that will go on to determine futures as well as offer a chance to form new interests and friendships.

We are also a place of second chances. We support children who struggle to stay in the classroom and to continue in their education. We work with young people who are excluded from regular youth clubs/sports clubs, so that they can have the chance to change. We allow young people to make mistakes, learn and move forward.

There is no better testament to what Harrow Club can achieve than some of our current youth workers who have turned their lives around and are now working to keep young people away from criminality and harm. They can show, with immediacy and authenticity, that there can be Another Way to live life.

We are also a 'third place', a safe and nurturing space, for all children and young people; for some their home or school is neither safe or happy and we can make a vital difference in providing a 'positive escape' and vital help and support.

We operate from five locations, providing an incredible range of projects covering sports, arts and performing arts, media, music, digital and our specialist gang's project, motor vehicle workshops and educational programmes aimed at reducing school exclusions. We engage around two hundred young people each week, aged 8-24, and around 500 unique individuals each year. For many, the effect is life changing.

There is additional information about the charity, visit our [website](#), also see the [Charity Commission](#) or [Companies House](#) for details of our last year activities and accounts.

**Title:** Deputy Youth Worker (37.5 hrs. per week)

**Reporting to:** Lead Youth Worker

**Direct Reports:** Part Time Youth Workers  
(in a support role) Volunteers

**Liaison with:** Members of the Leadership Team  
Other Youth Workers  
External Partners  
Admin team  
Head of Training

Location: Harrow Club, 187 Freston Road, London, W10 6TH + Other Delivery Locations in West London

### **Remuneration and Benefits**

- Salary: £26,000-£31,000 dependent on experience and qualifications
- 25 Days Annual Leave
- Pension Contribution of 3%
- An annual training package worth up to 10% of salary
- Employee Support Package

Employment is subject to satisfactory references, undertaking an Enhanced DBS check and mandatory training. Continuation of employment is subject to passing the probationary period set.

## **Key Responsibilities**

### **1. Supervision and Team Support:**

- Support the Youth Worker in Charge in providing guidance, mentorship and support to the youth workers and volunteers.
- Assist with the recruitment, training and onboarding of staff and volunteers, ensuring they are equipped with the necessary skills and knowledge.
- Collaborate with the team to schedule and assign tasks, ensuring efficient operations and programme delivery.

### **2. Youth Engagement and Support:**

- Build positive relationships with young individuals, creating a safe and inclusive environment where they feel respected, valued, and supported.
- Assist in providing guidance, mentorship and advocacy to young people, helping them navigate challenges and develop essential life skills.
- Contribute to creating opportunities for youth participation, empowerment and leadership within the club.

### **3. Safeguarding and Child Protection:**

- Be a key part of the safeguarding team at the youth club, ensuring the safety and well-being of all young individuals.
- Assist in developing and implementing safeguarding policies, procedures and practices in accordance with local regulations and best practices.
- Stay updated on current safeguarding issues and trends and provide training and guidance to staff and volunteers on safeguarding protocols.

### **4. Administrative Support:**

- Assist in maintaining accurate records of attendance, programme participation and individual progress.
- Support in the preparation of reports, statistics and evaluations to assess program impact and inform decision-making.
- Ensure compliance with relevant policies, procedures and regulations governing youth clubs and child protection.

### **5. Community Engagement:**

- Collaborate with the Youth Worker in Charge to establish and maintain partnerships with local organizations, schools and community stakeholders.
- Assist in organizing community events, workshops and initiatives that promote youth participation and strengthen community connections.
- Represent the youth club at meetings and events as needed to support community engagement efforts.

## **Qualifications and Skills**

- Level 2 or higher in a related field (e.g., social work, youth development, education) or equivalent practical experience.
- Experience working with young people in a youth club, community centre or similar setting.
- Solid understanding of youth development principles and best practices.
- Strong organizational and multitasking skills, with the ability to manage multiple priorities effectively.
- Excellent communication and interpersonal skills, with the ability to engage with young individuals and build positive relationships.
- Demonstrated leadership abilities and the capacity to work collaboratively within a team.
- Knowledge of relevant legislation and child protection guidelines.
- Proficient in administrative tasks, including record-keeping and report writing.
- Flexibility to work evenings, weekends, and occasional irregular hours.

Note: This job description outlines the primary responsibilities and deliverables associated with the Deputy Youth Worker in Charge role. However, additional duties may arise to meet the evolving needs of the youth club and its participants.

## **How to Apply**

**Please send a Full CV and covering letter of between 1 and 2 pages** highlighting why you are interested in the role and why you feel you would excel in the position to [recruitment@harrowclub.org](mailto:recruitment@harrowclub.org)

**Deadline for applications** will be midnight on **Wednesday 15<sup>th</sup> November**.

First Round interviews to be held w/c 20<sup>th</sup> November via Microsoft Teams.

To arrange an informal conversation please contact Liam at [liam@harrowclub.org](mailto:liam@harrowclub.org)

