

# Youth Club Leader

## Job Application Pack



**Young Bristol**  
Works for young people

# Join Us at Young Bristol — Where Every Young Person Matters

Thank you for considering a career with Young Bristol. We are at a thrilling inflection point as we launch our ambitious 2025-2028 strategy — ‘Every Young Person’ — a bold commitment to unlocking the potential of youth across our communities.

As a multi-award-winning charity, we don’t just talk about mission and values — we live them. Our clear, focused strategy drives everything we do, ensuring real impact and meaningful change.

But none of this would be possible without our extraordinary team. It’s the passion, dedication, and expertise of our people that transforms challenges into opportunities and turns resources into life-changing experiences for young people. If you are ready for a career that is as rewarding as it is demanding — where your work truly shapes futures and empowers young people to be their best selves — then we want to hear from you.

Step up, join us, and be part of something bigger. Together, we can make a difference.



Lee Williams - Chief Executive

# Key Information

**Locations:** The Grove at Bedminster Down, 27a Cheddar Grove, Bristol, BS13 7EN

**Pay:** Hourly rate of £14.06

**Expenses:** Work related expenses will be reimbursed, subject to receipts being produced, along with work related mileage in line with YB agreed payment rates.

**Shifts:** 15 hours a week, evening sessional work Monday, Tuesday, Wednesday (6:00 PM – 9:00 PM), with 6 hours planning and admin time to be taken on one of the days.

Each session is 3 hours in duration.

**Start Date:** ASAP

**Apply by:** Rolling applications – we're hiring as soon as we find the right person!



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# Key Benefits

- **36 days off every year (pro rata)** — that's your holiday, Bank Holidays, and Young Bristol's closure days all bundled in.
- **Celebrate YOU** — get an extra day off on your birthday, because you deserve it.
- **Paid Bank Holidays** — depending on your schedule, you'll still get paid on those official days off.
- **Support that's got your back** — access to confidential counselling, HR support, wellbeing resources, and even legal advice through our Employee Assistance Programme.
- **Family-friendly benefits** — maternity, paternity, and parental leave that supports you through life's big moments.
- **Save for your future** — company pension scheme with matched contributions up to 3%, helping you build your nest egg.
- **Loyalty pays off** — after 5 years, you earn long service leave as a thank you for sticking with us.
- **Expenses? Covered!** — reasonable work-related costs reimbursed so you're not out of pocket.
- **Sweet deals on the side** — get access to charity worker discounts worth up to £2,600 a year at [charityworkerdiscounts.com](https://charityworkerdiscounts.com) — perfect for saving on everyday essentials and treats!



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# Additional Information

## In our staff survey 2022:-

- 88% of staff Strongly Agreed or Agreed they would recommend Young Bristol as a great place to work.
- 94% of staff Strongly Agreed or Agreed to the people I work with are respectful to each other.
- 94% of staff Strongly Agreed or Agreed they believe people of all cultures and backgrounds are valued and respected within Young Bristol.





# The Role

As a Club Leader, you'll be at the centre of everything we do—bringing energy, creativity and purpose to every session. You'll lead exciting activities, co-create plans with young people, and help build a space where they feel seen, heard, and ready for life. This isn't just a job—it's a chance to change lives (and have a lot of fun doing it).

## Designing Awesome Experiences

- Co-create and lead sessions young people actually want—from creative workshops to football tournaments to life skills that matter.
- Plan ahead and share what's coming up so sessions are exciting, inclusive, and relevant for every age group.
- Make youth voice count—young people shape our clubs, and you'll help make that happen.
- Jump in and get involved—you'll be right in the action, not watching from the sidelines.

## Being a Leader That Inspires

- Be the kind of role model you needed growing up—helping young people make positive choices, build confidence, and believe in themselves.
- Work closely with the Head of Youth Work and your team to create inspiring programmes that really make a difference.
- Support monthly interclub competitions and help organise the extra bits—like evening sessions and big events.



# The Role continued

## Keeping Things Running Smoothly

- Keep everyone safe—record safeguarding concerns, accidents and near misses.
- Do the practical stuff too—like checking fire alarms and using our Bright Safe system to report issues.
- Help with club finances—count money, back it up with receipts, and make sure we stay on track.
- Refill the tuck shop (yes, snacks are important!) during your admin time.

## Get Creative & Get Involved

- Bring your ideas to the table—plan fundraisers, run community events, or dream up something new.
- Help us grow—support the club to improve and work toward our Quality Assurance Accreditation (don't worry, we'll explain it!).

## This Role is for You If...

- You're passionate about working with young people and want to make a real impact.
- You've got great energy, big ideas, and you're not afraid to roll your sleeves up.
- You care about inclusion, safety, and giving young people opportunities to thrive.
- You believe in collaboration, showing up authentically, and leading with purpose.



# Experience

## Essential

- You've got at least 2 years' experience working directly with young people — whether that's in youth work, education, support work, mentoring, or a similar setting.
  - You're passionate about helping young people grow – socially, emotionally, personally.
  - You're keen to learn, grow, and bring good energy – we can train the rest.
  - You've done face-to-face youth work before – paid or voluntary, it all counts.
  - You're organised and reliable – able to stay on top of kit, logistics, and comms with suppliers.
  - A good understanding of Safeguarding & Child Protection legislation including reporting procedures.
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- **We care more about your passion, experience, and willingness to grow than a perfect CV — if you're committed to making a difference, we want to hear from you.**

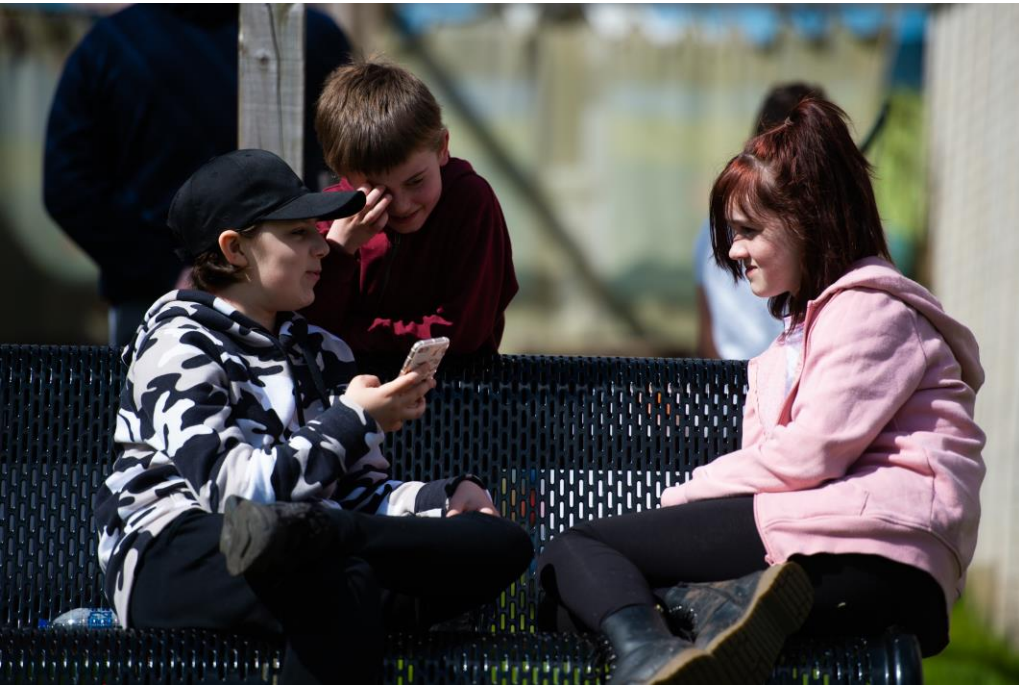


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# Desirable

- A Youth Work qualification (or something similar)? Amazing. Don't have one yet? No stress — if you're ready to learn, we'll fully fund your Youth Work NVQ Level 3 through part-time study, as part of your professional development.
- People Management
- Supporting volunteers
- Managing cash & budgets
- Working directly with varied groups of young people & community organisations
- Advocate for the involvement of young people in all aspects of service delivery.



# Key Responsibilities

- **Lead and co-create youth sessions** based on what young people want—across creative, sport, and life skill activities.
- **Use youth voice** to shape all aspects of the club, ensuring programmes reflect their needs and interests.
- **Be a positive role model**, guiding young people to make confident, healthy and responsible choices.
- **Collaborate with the Head of Youth Work** to plan engaging programmes and support monthly interclub competitions.
- **Promote participation** by energising young people and encouraging them to get involved in all club activities.
- **Record safeguarding concerns**, accidents, and near misses clearly and promptly.
- **Carry out weekly facilities checks**, like fire alarm tests, and report issues using the Bright Safe system.
- **Manage club finances**, including counting money, backing it up with receipts, and ensuring it aligns with policy.





# Ready to Make an Impact? Apply Now!

If this sounds like your kind of role, don't overthink it — we want to hear from you!

Send us your CV and a cover letter referencing the job role and responsibilities telling us why you'd be a great fit to:

✉ [hr@youngbristol.com](mailto:hr@youngbristol.com)

Prefer to go old-school? No problem — post your application (marked Private & Confidential) to:  
Young Bristol, BS14 Youth Club, Stockwood Lane, Stockwood, BS14 8SJ

Got a question? Big or small — just reach out:

☎ 0117 929 2513

✉ [hr@youngbristol.com](mailto:hr@youngbristol.com)

⌚ Heads up: This is a rolling advert — as soon as we find the right person, it's a done deal. So if you're interested, get in quick!



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# Policies and Procedures

In line with Young Bristol's GDPR policy ensure that information of a sensitive and/or a personal nature is not disclosed to, or discussed with, inappropriate persons and that all information is maintained in accordance with legislative requirements.

Ensure all duties are carried out in a way that promotes Equality, Diversity, and Inclusion and in line with Young Bristol's Equality and Diversity policy. Promote a culture of Health and Safety and observe all relevant rules, policies and procedures and complete relevant training as required.

Young Bristol are committed to ensure a culture of safeguarding excellence for its staff and service users and all colleagues must be trained and vetted to an appropriate level for their role.





# About Us

Founded in 1928, Young Bristol (YB) is a youth charity that enables young people 8 – 24 years of age to achieve great futures as productive, caring, responsible members of society.

YB is a youth-driven charity that works to offer a choice of opportunities and experiences for all young people. By working in partnership with a wide-range of community-based centres, and directly with young people through our programme of activities, we respond creatively to their needs and realise their capabilities.

Today we are recognised as one of Bristol's leading providers of community-based youth services, through our community youth clubs based in some of Bristol's most challenging communities, and a valued provider of outdoor activities, creative arts, mobile provision, outdoor employment and informal educational programmes for young people during their critical non-school hours. We provide positive activities and safe places where young people can build confidence, skills, self-esteem whilst having fun and improving their pathway to employment. We are committed to and recognised for significantly contributing to the healthy development of young people – especially those who need us most.

In recognition of the value we place on volunteers and their contribution to our work, YB were awarded the Queens Award for Voluntary Service (QAVS) in 2020. This is the highest Award a charitable organisation can receive.



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# Our Values

## Our Mission:

“To be an outstanding provider of high-quality community-based youth services and innovative programmes that positively and sustainably impact the lives of young people.”

## Our Vision:

“We believe that every young person has the right to discover what they’re capable of!”

Through our work we help young people to be:-



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# Our Strategic Priorities

