

Programmes and Youth Voice Assistant leader

Job Application Pack
2025



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: Offices BS14 Youth Club, Stockwood Lane, BS14 8SJ

There will be a requirement to work across our whole network of youth clubs including; **Stockwood, Bedminster Down, Hartcliffe, Ashton Vale, Sea Mills, Lawrence Weston and some of our Youth Club on Wheels locations.**

Pay: Hourly rate of £12.21

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: 9 hours a week, evening sessional work Monday to Thursday (6:00 PM – 8:30 PM). Each session is 3 hours in duration. Days may be variable with notice

Start Date: 1st August 2025

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 — perfect for saving on everyday essentials and treats!



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Additional Information

In our staff survey 2024:-

- 95% believe all cultures and backgrounds are valued
- 80% would recommend Young Bristol as a great place to work
- 95% trust Young Bristol to treat employees fairly
- 85% say leaders communicate effectively about the organisation.



The Role – Engage, Educate and Energise

Ready to be the person who sparks change and helps young people thrive? As an Assistant Youth Leader, you'll be at the heart of our club network, delivering fun, inspiring, and meaningful activities that engage, educate and energize young people.

You'll create opportunities that open doors, boost confidence, and build resilience — helping young people become successful, empowered members of their communities. More than just a leader, you'll be a role model, living the values of Young Bristol and guiding young people to make positive choices that shape their futures.

From sports and arts to deep conversations and themed programs, you'll get stuck into a variety of activities that keep things fresh and exciting. Plus, you'll be the voice amplifier for young people, ensuring their ideas and needs shape everything we do — because this is their club.

If you want a role where you're making a real difference every day, inspiring growth, and having a blast doing it, this is the one for you.



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Person Specification

We're after real people with big energy and genuine care for the next generation.

If this sounds like you, you'll fit right in:

- **Create experiences that stick** — you'll deliver fun, exciting, and sometimes challenging activities that keep young people engaged and growing.
- **Be a trusted guide** — provide useful info, advice, and support, and know when to connect members with specialist help if they need it.
- **Build real connections** — develop positive, respectful relationships with members while setting clear boundaries around behavior.
- **Make their voices count** — use creative ways to engage young people, making sure they're heard and, whenever possible, their ideas shape what we do.
- **Stand for fairness** — show a genuine commitment to equality and fight against discrimination in everything you do.
- **Be flexible** — ready to work some evenings and occasional weekends, but we'll always give you plenty of notice.



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Experience

- You're passionate about helping young people grow – socially, emotionally, personally.
- You've got a Youth Work qualification or you're up for getting one (we'll fully fund your Level 3 and support you through it).
- 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 and logistics.



Knowledge

- Hungry to stay up-to-date with what's new and next in youth work.
- Curious about the real challenges young people face and eager to learn more.
- Fully committed to fairness, inclusion, and standing against discrimination — no exceptions.
- Skilled at sparking interest and keeping young people engaged and motivated.



Key Responsibilities

- Team up with the Head of Youth Work and Club Leaders to run engaging, mostly member-led club sessions on evenings and occasional weekends.
 - **Inspire and encourage** - Support young people to get involved, make decisions, and take responsibility for their club experience.
 - **Get to know what really matters** – Work to build strong, positive connections with our members.
 - **Support our Interclub programs** - help us create even more opportunities for young people to connect and grow.
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- A circular inset photograph showing three young people on an outdoor basketball court. One person is wearing a blue jersey, another a black jersey, and the third a red jersey with the number 11 and the name 'JILLI' on the back. They are standing on the court, looking towards the background where other people are playing basketball.
- **Provide trusted advice and support on key topics** like sexual health, drugs & alcohol, C-card, and overall wellbeing — using the best approaches out there.
 - **Show up for staff meetings and training** to keep growing your skills and stay sharp.
 - **Be proactive in challenging discrimination** wherever you see it — creating a safe and welcoming space for everyone.
 - **Champion youth voice** — actively listen to young people's ideas and feedback, making sure they shape the future of our clubs and programs.
 - **Stay sharp on safeguarding** — always keep young people's safety front and center, following best practices and reporting concerns confidently and promptly.



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

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

 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!”

Our Purposes:

To support young people to become more;



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Our Strategic Priorities

