



Job Title:	Senior Club Coordinator
Salary:	£14.46 - £15.04 per hour
Location:	BLGC sites
Reports to:	Play, Youth and Sports Manager
Contract:	Permanent
Hours:	18 - 22 hours a week

The Charity

Bolton Lads and Girls Club (BLGC) is a community-based charity driven by a mission to ensure that every child and young person in Bolton has ‘the best possible start in life, so that they have every chance to achieve their aspirations, succeed and be happy’ (Bolton Vision 2030). BLGC provides innovative and accessible services, to enable children and young people to do what they want, where they want, in an inclusive and integrated environment.

We support children and young people and families, especially those from disadvantaged backgrounds, to live happier, healthier and safer lives. Each year we support around 4,500 individuals through our services across Bolton and the surrounding area, and through our outreach in schools and community settings.

Our offer includes: A Universal Youth Provision providing diverse youth club activities, sports, multi-media, social interaction and arts; a Targeted Youth Service providing critical support to some of our most vulnerable children and young people and families in the community and a Football facility that provides fundamental football skills and emphasises the importance of inclusivity and teamwork.

In 2024 BLGC became a certified Great Place to Work

Our Vision and Mission

Vision

Every young person in Bolton has the opportunity to be the best they can be.

Mission

We will provide great places to go, positive things to do, and people that care.

BLGC Enriching Young Lives

Infinity 18 Spa Road Bolton BL1 4AG

01204 540100 | info@blgc.co.uk | blgc.co.uk

Registered Charity No: 1051292



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Our Key Principles

- Keep things simple.
- Always do the right thing.
- Offer excellent customer service.
- Provide an environment for people to be the best they can be.
- Be exceptional in the moments that matter.

Our Values

Driven

We don't give up and we do whatever it takes.

Empowering

We enable people to be the best they can be.

Fun

If you enjoy what you do, you do it better! Work is serious and we do it with a smile on our face.

Caring

Genuine people who care make the difference.

Excellence

We aim to deliver the highest standards of service and continuously improve through robust quality assurance and innovation.

About the role

You will coordinate our Senior youth club offer for young people aged 13–18 (and up to 25 for those with additional needs). You will ensure that the programme is high-quality, creative, inclusive and fun, reflecting the views and needs of young people while upholding BLGC's commitment to providing exceptional experiences and meaningful opportunities.

You will drive continuous improvement throughout the offer ensuring our sessions remain dynamic, engaging and relevant. This is an exciting, fast-paced and highly rewarding role engaging over a 100 young people attending an evening session. No two days will ever be the same and your leadership will play a vital part in helping young people feel safe, supported, inspired and able to thrive.

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Main Responsibilities

Senior Club Programme

- Ensure there is vibrant, engaging and inclusive range of activities for young people aged 13+, delivered across multiple sessions each week.
- Coordinate ideas and contributions from young people and staff to create a diverse programme that reflects the voices of young people.
- Ensuring a clear and supportive transition pathway for young people moving from Junior Club to Senior Club, working closely with the Junior Club Coordinator to deliver a consistent experience.
- Showcasing achievements through case studies, celebrations and recognition of young people's progress.

Session Leadership

- Provide hands-on leadership during sessions through role modelling, active support and coaching, ensuring high standards of delivery are maintained at all times.
- Ensure each session is well-planned, purposeful and structured, supported through team briefs, and debriefs.
- Lead and guide a team of staff, ensuring the safe and effective delivery of sessions that meet the needs, interests and aspirations of current members.
- Lead on safeguarding during sessions (working closely with the Designated Safeguarding Lead) and on behaviour management, ensuring BLGC remains a welcoming, safe and inclusive environment for all young people.
- Provide time and space for 1:1 check ins with staff team

Operational Responsibilities

- Carry out keyholder responsibilities, including opening and closing the building when required.
- Maintain full compliance with all organisational policies including safe working practices, Health & Safety, equality and diversity ensuring activities are safe, accessible and inclusive for all.
- Provide support across the wider Youth Club offer, including evenings, weekends, school holidays and occasional residential.
- Undertake training and professional development relevant to the role
- Undertake any other work requested by your line manager

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Who this role is for

This role would suit someone who:

- Comes from a youth work and community background.
- Is confident in motivating and guiding a team of part time staff.
- Enjoys hands on youth work rather than being office-based work.
- Feels comfortable working evenings in lively youth settings.
- Believes every young person deserves an opportunity to thrive regardless of their background
- Wants to develop leadership skills while staying rooted in youth work practice.

Person Specification

Selection Criteria A=Application / I=Interview	Essential ✓	Desirable ✓	Method of Assessment ✓
Qualifications			
A relevant degree or qualification in youth and community work or its equivalent		✓	A
Experience			
Minimum of two years experience working with young people aged 13 to 19 (up to 25 for those with additional needs)	✓		A
Experience leading, or guiding staff and volunteers		✓	A/I
Evidence of a strong commitment to young people and ability to engage and build positive relationships.	✓		A/I
Experience responding to challenging behavior and implementing behavior management approaches	✓		A/I
Experience of working collaboratively with agencies		✓	A/I
Experience of escalating safeguarding concerns and completing relevant actions.	✓		I
Knowledge			
Strong understanding of the issues impacting young people's lives (e.g., mental health, exploitation, identity, relationships, social pressures)	✓		A/I
Awareness of the NYA curriculum framework and how these can be used to support the development of a young person		✓	A/I

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Working knowledge of safeguarding, risk assessment and inclusive practice	✓		A
Understand the impact of trauma and adverse childhood experiences of children and young people		✓	A/I
Knowledge of youth participation and the Lundy model		✓	I
Skills and Abilities			
Ability to plan and lead high-quality sessions	✓		A/I
Strong organisational and time-management skills with the ability to prioritise in a busy environment	✓		A/I
Ability to assess and manage risks to ensure safe working environments	✓		A/I
Creative and solution focused in a busy environment	✓		A/I
Able to engage young people in meaningful conversation and build trust quickly	✓		A/I
Special Requirements			
A willingness to cover events, holidays and staff absence in the evenings and weekends	✓		I

In addition, we will need the following:

- Confirmation you are eligible to work in the UK (the successful candidate will be required to provide documentary evidence before a job offer is confirmed).
- Any reasonable adjustments we can make to assist you in your application for the selection process.
- In accordance with our Child Protection and Safeguarding procedures, this position requires an Enhanced DBS.

Why join Team BLGC?

BLGC is a great place to work, we work hard, but we have fun! We change and save the lives of thousands upon thousands of children, young people and families. In addition, we also offer the following:

- Flexible working opportunities
- Generous leave benefits
- Contributory pension scheme
- On site gym
- Birthday leave
- Enhanced Compassionate Leave
- Enhanced Maternity Pay

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In 2024 Great Place To Work® recognised Bolton Lads and Girls Club on the following Best Workplaces Lists.



Company Culture at Bolton Lads and Girls Club

The employee experience below at Bolton Lads and Girls Club, compared to a typical company.

93% of employees at **Bolton Lads and Girls Club** say it is a great place to work*, compared to **54%** of employees at a typical **UK based company**.



*Responses to the statement "Taking everything into account, I would say this is a great place to work." vs. a typical UK company.

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