



Recruitment Pack

Youth Club Lead & Development Worker

The Reef Youth Club and wider youth club support

Hours	16 flexible hours per week over 2-3 days, term time only, to include evening work
Evening work	Regular Wednesdays and Thursdays at The Reef Youth Club, normally 6.00pm-8.30pm, plus preparation and debrief time
Location	Mainly The Reef Youth Club, Colehill Lane, Wimborne, BH21 7AB, with some Dorset Youth office (Dorchester) and/or home working and visits to other youth clubs
Salary	To be confirmed, based on experience and Dorset Youth pay banding Range £13.00 - £13.75 per hour
Training	Dorset Youth will support Level 2 and Level 3 Youth Work qualifications for the right person

A practical youth work leadership role for someone who can lead sessions, support staff and strengthen youth club delivery across Dorset.

Job Advert

Youth Club Lead & Development Worker

Dorset Youth is looking for a practical, positive and organised person to lead The Reef Youth Club and help us strengthen youth club delivery and support across Dorset.

This is a hands-on role working directly with young people, leading evening youth club sessions, supporting part-time staff and volunteers, and working with colleagues to help other youth clubs and partner organisations develop their provision.

We are ideally looking for someone with youth work experience, but we will also consider the right person who has strong experience of managing or supervising staff, working with stakeholders, and planning activities with young people. For the right candidate, Dorset Youth will support Level 2 and Level 3 Youth Work qualifications.

About the role

- Lead and coordinate The Reef Youth Club on Wednesday and Thursday evenings.
- Plan and deliver positive, safe and engaging activities for young people.
- Support and coordinate part-time staff and volunteers.
- Work with Youth Development Manager and the wider Dorset Youth team to support other youth clubs and local partners.
- Help young people access opportunities such as Dorset Youth's Skills Passport, Young Leaders and Youth Voice programmes.
- Support safe practice, safeguarding, records, session planning and quality of delivery.

We are looking for someone who has

- Experience of working with young people in a youth, community, sport, arts, education or similar setting;
- Confidence to plan and run activities with groups of young people;
- Experience of managing, supervising or supporting staff, volunteers or sessional workers;
- Good communication skills and the ability to work with parents, carers, partners and community organisations;
- A calm, fair and professional approach to behaviour, safeguarding and boundaries;
- A commitment to inclusion, youth voice and helping young people thrive.
- A full driving licence and access to transport (business insurance will be required)

Working pattern

- 2-3 days per week, 16 flexible hours per week, Term Time only.
- Regular evening work at The Reef Youth Club on Wednesdays and Thursdays, normally 6.00pm-8.30pm, plus set-up, preparation, debrief and follow-up.
- Occasional evening visits to other youth clubs or partner organisations may be required.
- Start date, September

To apply: Complete the application form <https://forms.office.com/e/JCaqsEqyU8>

Closing Date: midnight 13th August 2026

Interview Date: 20th August from 2pm @ The Reef Youth Club, Wimborne

Dorset Youth is committed to safeguarding and promoting the welfare of children and young people. Appointment to this role is subject to the satisfactory completion of an Enhanced DBS check and the receipt of two satisfactory references. The successful candidate will be required to comply with Dorset Youth's safeguarding policies and procedures.

Job Description

Role title	Youth Club Lead & Development Worker
Employer	Dorset Youth
Hours	16 flexible hours over 2-3 days per week, term time only
Contract	Part time, term time only, fixed term to 31.08.2028
Salary	To be confirmed, based on experience and Dorset Youth pay banding Range £13.00 - £13.75 per hour
Base	Mainly The Reef Youth Club, Colehill Lane, Wimborne, BH21 7AB with some Dorset Youth office/home working and travel across Dorset
Responsible to	Youth Development Manager/CEO

Purpose of the role

The Youth Club Lead & Development Worker will lead the day-to-day delivery and development of The Reef Youth Club, supporting young people to access safe, positive, inclusive and engaging youth work provision.

The postholder will coordinate and support part-time youth club staff and volunteers, plan and deliver activities, and work alongside the Youth Development Manager and the wider Dorset Youth team to strengthen the support we offer to other youth clubs and community organisations across Dorset.

This is a practical youth work role with leadership responsibility. Dorset Youth is ideally looking for someone with youth work experience but will consider the right person who has experience of managing staff, working with stakeholders and running activities with young people. Dorset Youth will support the right candidate to complete Level 2 and Level 3 Youth Work qualifications where needed.

Main responsibilities

1. Lead The Reef Youth Club

- Plan, coordinate and deliver weekly youth club sessions.
- Create a safe, welcoming and inclusive environment for young people.
- Develop and deliver a varied programme of activities that supports young people's social, emotional and personal development.
- Build positive, trusted relationships with young people and encourage them to shape activities through youth voice and participation.
- Promote opportunities including as Dorset Youth's Skills Passport, Young Leaders, Youth Voice and social action.

2. Lead and Support Staff and Volunteers

- Coordinate and support part-time staff and volunteers during youth club sessions.
- Provide clear guidance, briefings and debriefs to ensure high-quality delivery.
- Foster a positive team culture and identify training and development needs.
- Assist with staffing, rotas and session planning to ensure safe and effective delivery.

3. Safeguarding, Quality and Compliance

- Follow Dorset Youth safeguarding policies and procedures, identifying and reporting concerns appropriately.
- Maintain a safe, inclusive and respectful environment for young people, staff and volunteers.
- Ensure registers, consent forms, incident reports and other records are completed accurately.
- Promote positive behaviour and good safeguarding practice across all activities.

4. Support Youth Club Development Across Dorset

- Work with the Youth Development Manager and Dorset Youth colleagues to support local youth clubs and community organisations.
- Visit partner clubs to identify support needs and share good practice.
- Contribute to strengthening volunteer development, safeguarding and youth work delivery across the network.

5. Programme Development and Partnerships

- Contribute to the planning and continuous improvement of youth work programmes.
- Support the development of youth-led initiatives, young leaders and volunteering opportunities.
- Build positive relationships with parents, carers, schools, community organisations and partner agencies.
- Represent Dorset Youth professionally and promote its programmes and opportunities.

6. Monitoring and Reporting

- Maintain accurate records of attendance, activities, outcomes and safeguarding matters.
- Gather feedback, case studies and evidence of impact.
- Provide regular updates on youth club delivery and partnership support activities.

Person Specification

Area	Essential	Desirable
Experience	Experience of working with young people in a youth, community, education, sport, arts, outdoor learning or similar setting. Experience of planning and running activities with young people. Experience of supporting, supervising or managing staff, volunteers or sessional workers.	Experience of open access youth provision. Experience of supporting youth clubs or community organisations.
Skills	Ability to build positive relationships with young people. Confidence to manage group work and respond to challenging behaviour calmly. Good communication skills with young people, parents, staff and partners. Good organisation skills and ability to keep accurate records.	Experience of developing youth-led activities, social action, young leaders or youth voice work.
Knowledge	Good understanding of safeguarding, professional boundaries and safe practice. Commitment to inclusion, youth voice and positive outcomes for young people.	Knowledge of the voluntary and community sector in Dorset. Understanding of Skills Passport, youth voice or progression pathways.
Qualifications	Willingness to complete relevant training, including safeguarding and youth work qualifications where needed.	Level 2 or Level 3 Youth Work qualification. First aid or other relevant youth/community qualifications.
Other	Ability to work flexibly, including regular Wednesday and Thursday evening work. Ability to work independently and as part of a team. Driving licence and access to transport.	

Training and development

Dorset Youth is committed to supporting the right person to grow into this role. Where needed, Dorset Youth will support the postholder to complete Level 2 Youth Work and Level 3 Youth Work qualifications, safeguarding training, first aid training and other relevant youth work and leadership training.

Safeguarding

Dorset Youth is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to complete an enhanced DBS check, provide two satisfactory references and follow all Dorset Youth safeguarding policies and procedures.

Summary of the role

This is a key role for Dorset Youth as we strengthen our direct youth work delivery and the support we offer to local youth clubs. The right person will be practical, positive, organised and confident working with young people, staff and partners. They do not need to have every qualification from day one, but they do need the right values, experience, energy and commitment to help young people thrive.