



<b>Role</b>	Out of School Club Manager	<b>Department</b>	Youth and Community
<b>Reports to</b>	Head of Youth and Community	<b>Contract Type</b>	Contracted : Salaried

### Job Summary

The Out of School Club Manager is responsible for the overall leadership, management, and operational delivery of before-school, after-school, and holiday club sessions. Ensuring a safe, engaging, and high-quality environment for children, whilst maintaining compliance with safeguarding, health, and safety standards. Planning, delivery, and evaluation of activities, whilst managing resources and budgets, liaising with parents, schools, and external partners this role provides a professional, inclusive, and welcoming service.

### Key Responsibilities

<b>Staff Management</b>	<ul style="list-style-type: none"> <li>• Lead, motivate, and manage the Out of School Club team, including session staff and volunteers.</li> <li>• Plan staff rotas and ensure adequate supervision for all sessions.</li> <li>• Foster a positive team culture aligned with organisational values.</li> </ul>
<b>Operational Management</b>	<ul style="list-style-type: none"> <li>• Oversee the day-to-day running of term-time and holiday club sessions.</li> <li>• Ensure smooth delivery of all activities, including scheduling, resources, and staffing.</li> <li>• Monitor quality of provision, make improvements and ensure facility is maintained to a high standard.</li> </ul>
<b>Planning &amp; Activity Development</b>	<ul style="list-style-type: none"> <li>• Lead the design, planning, and implementation of engaging activities for children.</li> <li>• Ensure activities meet developmental, educational, and recreational needs.</li> <li>• Evaluate activities and programmes for effectiveness, adapting to feedback and emerging needs.</li> </ul>
<b>Communication &amp; Engagement</b>	<ul style="list-style-type: none"> <li>• Build strong relationships with parents, schools, and partner organisations.</li> <li>• Provide clear, timely communication about children, sessions, and club activities.</li> <li>• Represent YMCA Humber in the community and promote services effectively.</li> </ul>
<b>Administration &amp; Organisation</b>	<ul style="list-style-type: none"> <li>• Maintain accurate records for attendance, incidents, budgets, and staffing.</li> <li>• Participate in inspections, audits, and reporting processes in line with OFSTED and YMCA Humber policies.</li> </ul>
<b>Partnership</b>	<ul style="list-style-type: none"> <li>• Work closely with colleagues, senior staff and local educational provisions to ensure smooth operations.</li> <li>• Contribute to a positive and professional team environment.</li> </ul>
<b>Health Safety &amp; Safeguarding</b>	<ul style="list-style-type: none"> <li>• Follow safeguarding policies and procedures to protect children.</li> <li>• Monitor and manage, whilst reporting any incidents, accidents, or concerns promptly to senior staff.</li> </ul>
<b>Working Pattern</b>	<ul style="list-style-type: none"> <li>• fully flexible to meet the needs of a fluid youth and community service.</li> <li>• Hours include early mornings, days and early evenings, in line with the Wraparound Rota.</li> </ul>

### Education and Qualifications

- Childcare Qualification (Level 3 or above)
- Safeguarding Children's & Child Protection
- Paediatric First Aid (or willing to undertake)

### Skills and Competencies

- Experience managing within a school / childcare setting.
- Working with children of different ages and abilities.

### Line Management Responsibility.

Act as a line manager to designated staff, providing clear direction, support, and development to ensure the effective delivery of YMCA Humber services. This includes setting objectives, conducting regular supervision and performance reviews, allocating workloads, and fostering a positive, accountable team culture. In addition, managers are responsible for ensuring staff are trained, motivated, and equipped to deliver their roles in line with organisational standards and values.

## Accountabilities

### Communication & Relationships

- Promote positive service delivery for external and internal users, aligning to the ethos of the YMCA.
- Ensure professional administration of all aspects of work are undertaken in a timely manner.
- Ongoing communications with department managers and leads when required.
- Promote an open and inclusive working style.

### Information Services

- Use internal YMCA Humber Information Technology systems to support day to day delivery of your role.
- Maintain accurate records and data on organisational databases.
- Ensure Mandatory GDPR Training requirements are met on an annual basis.
- Where role requires, access and implement online external sites so as to process different admin requirements.

### Training & Development

- Attend regular one to one reviews, team meetings and reflective practice sessions with your Line Manager.
- Undertake mandatory training courses in line with YMCA Humber requirements.
- Undertake job specific training which will enable you to carry out your role and enhance your skills.
- Take an active lead in personal development activities to enable you to develop within your role.

### Policies & Strategies

- Ensure your working practice complies with all YMCA Humber policies and procedures.
- Ensure you have read and consented to all mandatory policies during your probationary period.
- Have sight of online policies aligned directly to your role, including Fire Safety, Risk and GDPR Awareness.
- Awareness of the current Values and Strategies of the organisation.

### Planning & Organisation

- Ability to plan own work schedule to support departmental targets.
- Flexibility to make decisions and contingencies to ensure effective completion of assigned tasks.
- Ability to work within the remit of the daily timetable and ensure day to day workload is completed.
- Ability to adjust methods and plans based on business needs.

### Safeguarding & Confidentiality

- Ensure effective safeguarding process are on place are adhered to at all times.
- Highlight any potential safeguarding issues, actioning where appropriate.
- Undertake full Safeguarding Training in Adults and Children's Services in line with organisational need.
- Ensure data is confidential and processed in accordance with the General Data Protection Regulations 2018.

### Conduct & Behaviour

- Conduct yourself in line with the general standards of conduct and behaviour.
- Have awareness of risk, health & safety at work and data protection requirements.
- Embrace the cultural diversity and beliefs of colleagues and service users.
- Operate in a professional and inclusive way through all aspects of your role.

### Other Requirements

- Flexibility to work across multiple locations across the Humber Region to meet the needs of the organisation.
- Undertake any other duties as may, from time to time, be required which are commensurate with the post.
- A willingness to work to a variety of hours including evenings, weekends and bank holidays.
- Commitment to the YMCA Humber Vision, Values and Christian Ethos.



Here for young people  
Here for communities  
Here for you

YMCA Humber  
21 Freeman Street  
Grimsby  
North East Lincolnshire  
DN32 7AB