Families InFocus (Essex)

Supporting families of children with disabilities and special needs

JOB DESCRIPTION

Job Title:	**Saturday Activity Club Co-ordinator**
Salary:	**£9.30 per hour**
Location:	**Chelmsford Sports & Athletic Centre, Salerno Way, Chelmsford, CM1 2EH**
Responsible to:	**Projects & Communications Assistant**
Hours of work:	**Annualised (flexible) contract for up to 220 hours per annum.** **Core working hours Saturdays 3.00pm to 6.00pm for c44 sessions per annum. The activity club runs on Saturdays 3.30pm to 5.30pm over c44 weeks (closed during August or when the centre has an event).** The post holder is required to arrive 30 minutes before and after each session to meet volunteers, lead briefings and debriefings, undertake risk assessments and assist with the set out of the equipment for use and putting away at the end of the session. Additional hours, up to 2 hours (before or after each session) are available for planning, preparation, data entry recording and reporting, longer sessions/activities, staff meetings, training or any other work as allocated from time to time. This additional time is paid monthly but may be accrued to accommodate the flexible nature of this work.

Main Purpose of the Job:

To co-ordinate, maintain, deliver and develop a safe, welcoming and stimulating activity club for children/young people (aged 0-25) with any disability or special need and their siblings, accompanied by their parent/carers.

To be responsible for the setting up, delivery of activity club sessions, managing volunteers engaged in each session, general running and positive development of the activity club.

Specific Job responsibilities:

- To organise, attend, prepare and facilitate activity club sessions in accordance with laid down rules and procedures including completing health and safety risk assessments (pre-check and remaining alert throughout the session), setting up 'safe to use' equipment (following internal guidelines and layout plan), setting up 'welcome desk' to include donation pot/bucket, registration 'tick' list and display health and safety notices and publicity flyers.

- To positively welcome families to the club; ensure they have completed attendance record and any relevant forms (registration, assessment and trampoline/gymnastics consent forms) and make introductions where appropriate (especially new families).
- To remind parents/carers that they remain responsible for their children/young person throughout the session.
- To operate at all times in compliance with our Policy and Procedures on Safeguarding/Child Protection (staff and volunteers), Data Protection and Confidentiality.
- To help provide an inclusive environment by promoting equal opportunities and anti-discriminatory practice in line with Families InFocus (Essex)'s policies and procedures.
- To develop positive relationships with families, encouraging children and young people to take part in activities appropriate to their needs and wants; helping to develop their skills, confidence, social skill input/development and maximize opportunities for choice and independence. Record milestones and achievements and share information with Projects & Communications Assistant to feed into reports as required.
- To encourage and seek the views from parent/carers and the child/young person (as appropriate) to feed into plans to improve provision. Share information with Projects & Communications Assistant to feed into reports as required.
- To provide information, advice and practical and emotional support to families as required and ensure any follow up work is logged on charity log for action by relevant staff member.
- To supervise volunteers/sessional workers engaged in each session, allocating duties and responsibilities as appropriate and assist with and/or identify their training/development needs. Feedback to Projects & Communications Assistant as appropriate.
- To be responsible for the control and safe keeping of cash donations (laid down procedures), attendance records, registration, assessment and consent forms.
- Manage the membership and record keeping systems, including database recording monitoring attendance.
- To assist the Projects & Communications Assistant to recruit, support, supervise and develop positive working relationships with volunteers.
- To follow laid down procedures for First Aid, accidents and emergencies (in Families InFocus folder). All incidents must be reported immediately to the Centre, even minor accidents including banged heads, scraped knees etc. The Centre will then implement their procedure for reporting an accident, which includes the completion of an Accident Form (copy to be obtained).
- To be familiar with and follow the fire and evacuation procedures (in Families InFocus folder), or ask a member of staff at the Centre.
- To assist Centre Staff with the clearing away after the session, ensuring any equipment for which Families InFocus has responsibility for is stored safely and securely.

Underpinning job responsibilities

- At all times to promote safeguarding of children, young people and vulnerable adults.
- Commitment to the principle and practice of actively promoting equality of opportunity and anti-discriminatory practice for all.
- To maintain confidentiality of information at all times.
- To work flexibly as required by the nature of the post.
- To carry out other duties that may be allocated from time to time and to contribute to the smooth running of the club and 'team working'.
- To take part in social, cultural and fundraising activities of the organisation.
- To attend supervisions and appraisals, team meetings and training relevant to the post as necessary; demonstrating a commitment to continuing professional development.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE
Education & Qualifications		
Relevant qualification in Childcare or equivalent	✓	
Strong GCSE's (including Maths and English)	✓	
Educated to A-Level standard or equivalent		✓
Qualified first aider		✓
Experience & Knowledge		
Knowledge and experience of working with vulnerable and disadvantaged groups, preferably in the not-for profit sector, with a genuine interest in the issues that face disabled children, young people and their families	✓	
Working with parents/carers, previous childcare experience and an understanding of child disabilities and or specialist needs	✓	
Knowledge, experience and compliance with Safeguarding/Child procedures and practice, Health and Safety legislation and procedures and experience of undertaking risk assessments	✓	
Administrative skills (e.g. filing, management referral paperwork, producing simple quarterly report)	✓	
Of issues around confidentiality and handling confidential information	✓	
Keeping and maintaining accurate records	✓	
Working with children/young people with challenging behaviour and emotional and behavioural difficulties		✓
Previous parenting experience		✓

Managing volunteers		✓
Abilities & Skills		
Emotional and practical availability to support others	✓	
Excellent verbal communication and listening skills and ability to deal with distressed parents/carers	✓	
Good interpersonal skills, empathy, tact, patience and non-judgmental	✓	
High level of self-motivation, consistently reliable and conscientious and adaptable to change	✓	
A team player and ability to motivate others	✓	
Strong organisational skills	✓	
Good time management	✓	
Flexibility	✓	
Commitment to equal opportunities, anti-discriminatory and anti-oppressive practice	✓	
Strong IT skills (word processing, outlook email, databases)	✓	
Specific requirements		
Commitment to continuous personal and organisational development	✓	
Full current driving licence and access to a vehicle	✓	

Families InFocus (Essex)
Summary of Main Terms and Conditions of Employment

Position: **Saturday Activity Club Co-ordinator**

Salary: **£9.30 per hour**
Paid monthly in arrears at the end of each month by payment to bank account.

Length of Contract: Employment is subject to on-going funding being obtained for the post.

Hours of work: **Annualised (flexible) contract for up to 220 hours per annum. Core working hours Saturdays 3.00pm to 6.00pm for c44 sessions per annum. The activity club runs on Saturdays 3.30pm to 5.30pm over c44 weeks (closed during August or when the centre has an event).** The post holder is required to arrive 30 minutes before

	and after each session to meet volunteers, lead briefings and debriefings, undertake risk assessments and assist with the set out of the equipment for use and putting away at the end of the session. Additional hours, up to 2 hours (before or after each session) are available for planning, preparation, data entry recording and reporting, longer sessions/activities, staff meetings, training or any other work as allocated from time to time. This additional time is paid monthly but may be accrued to accommodate the flexible nature of this work.
Place of work:	Activity club held at Chelmsford Sports & Athletic Centre, Salerno Way, Chelmsford, CM1 2EH. Office premises based in Chelmsford.
Annual Leave:	**FTE** 24 days (pro-rata).
Probationary period:	Confirmation of employment is subject to successful completion of a probationary period of 3 months
Notice for termination:	4 weeks on either side
Starting date:	**To be confirmed**. Appointment is subject to satisfactory references and an Enhanced Disclosure and Barring Service check.

May 2017