

Activity Coordinator

# Job Information & Person Specification

Job title: Children & Young People’s Worker

Location: North Craven

Salary scale: £22,183 – £24,491 (pro rata)

Hours: 18.5 per week

Holidays: 23 days and 8 bank holidays (pro rata)

DBS Level: Enhanced

Responsible to: Operations and Quality Manager

Responsible for: Sessional Workers and Volunteers

1. To work with the Operations and Quality Manager and Chief Officer to deliver the aims and outcomes of SELFA
2. To support and empower young people to be involved in designing, running and evaluating services
3. To plan and run activities as agreed with your Line Manager
4. Transport young people to and from activities
5. To manage and administer activity budgets
6. To supervise sessional staff and volunteers, organising staff and rotas when required
7. To ensure all monitoring and recording systems are being used effectively
8. To promote the Charity and network with other agencies and community groups where required
9. To ensure all safeguarding, health & safety and other duties of care are met; including completion of risk assessments, administering first aid and ensuring a clean, tidy and safe workplace is maintained
10. To undertake training as identified by the Quality & Operations Manager
11. To contribute to the SELFA monitoring and evaluation system as required, to support measuring impact as identified by the Quality and Operations manager
12. To work in partnership with parents, carers and professionals/other agencies to manage referrals and meet the needs of children.
13. Administer, where necessary, medication for children with health issues and keep accurate and up to date records of administering medication.
14. Contribute to SELFA Funding bids where data/input is requested
15. Plan and organise group fundraising activities as identified by the Chief Officer
16. Provide personal care; moving and handling responsibilities when working with SEND children
17. Additional safeguarding responsibilities when working unsociable hours
18. Any other related duties to help share learning and contribute to the development of the charity

# Person Specification

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|  | **Key job requirements** | **Desirable/Essential** | **To be tested by:****(✓) as appropriate** |
| **App’tion** | **Int’ view** |
|  | **Qualifications and Education** |  |  |  |
| 1. | Basic knowledge of Health & Hygiene | E | ✓ |  |
| 2. | First aid (or willingness to work towards) | E | ✓ |  |
| 3. | Level 3 Childcare qualification or equivalent (or willingness to work towards) | E | ✓ |  |
| 4. | Educated to G.C.S.E. level | E | ✓ |  |
|  | **Experience** |  |  |  |
| 5. | Previous work experience with children and young people | E | ✓ | ✓ |
| 6. | Experience of supervising staff and volunteers | D | ✓ | ✓ |
|  | **Knowledge** |  |  |  |
| 7. | Understanding of Health & Safety  | E | ✓ | ✓ |
| 8. | Safeguarding and child protection | E | ✓ | ✓ |
| 9. | Understanding of equal opportunities | E | ✓ | ✓ |
| 10. | Awareness of importance of maintaining confidentiality  | E | ✓ | ✓ |
|  | **Skills & Abilities** |  |  |  |
| 11. | Ability to work alone or as part of a team | E | ✓ | ✓ |
| 12. | Good organisational skills | E | ✓ | ✓ |
| 13. | Current knowledge of some of the issues affecting young people e.g. substance misuse, family breakdown, homelessness, mental health, learning or physical disabilities | E | ✓ | ✓ |
| 14. | Display energy, enthusiasm, initiative and be friendly with parents/guardians/carers and young people | E | ✓ | ✓ |
| 15. | Ability to relate to young people in a positive manner | E | ✓ | ✓ |
| 16. | Ability to work with and support young people with challenging behavioural issues | E | ✓ | ✓ |

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|  | **Special Requirements** |  |  |  |
| 17. | Willing to engage in further training and individual supervision | E |  | ✓ |
| 18. | Physically fit | E |  | ✓ |
| 19. | Willingness to apply for an Enhanced DBS disclosure | E | ✓ |  |
| 20. | Car driver with access to a vehicle for work | D | ✓ |  |
| 21. | Consistent availability during the school holidays and at weekends. | E |  | ✓ |
| 22. | Flexible approach to working hours and occasional travel to different locations | E |  | ✓ |