

JOB DESCRIPTION

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| POST TITLE: | Children's Activity Support Worker (Short Breaks) |
| RESPONSIBLE TO: | Short Breaks Manager |
| RESPONSIBLE FOR: | Volunteers |
| HOURS: | Flexible |
| LEAVE ENTITLEMENT: | 35 days including bank holidays (to be pro-rata'd for part-time roles) |

Caudwell Children is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment. The suitability of all prospective employees or volunteers will be assessed during the recruitment process in line with this commitment.

PURPOSE OF THE POST

The Charity is looking to recruit a dedicated Children's Activities Support Worker to plan, co-ordinate and deliver regular weekend activities as part of our ASDAN programme. The aim is to help disabled children and young people identify their goals and build the skills and experience to allow them to reach their full potential, helping them to build friendships and form lasting social networks.

Following a long-term illness or diagnosis, children may not be able to attend school full time, missing out on both education and contact with their friends. The main purpose of this role is to plan and implement fun, inspiring and challenging leisure activities that build life skills and promote independence, whilst also providing carers with vital short break respite. Activities are supported by funding and grants from local area commissioners and delivered under the overall guidance of the Short Breaks Manager by a Holiday Activity Club Co-Ordinator who is supported by Support Workers and with the assistance of a network of volunteers.

DUTIES AND RESPONSIBILITIES

The following list of duties is not exhaustive:

Activities/Short Breaks

- Plan, co-ordinate and deliver activity challenges for disabled children and young people in Staffordshire.
- Complete initial assessments for children prior to them starting the activities.
- Ensure each programme and activity is planned in advance and delivered to quality standards in a timely manner.
- Ensure children remain engaged and safe throughout the programmes from beginning through to completion.

- Ensure that following each session all required paperwork and documentation is completed and records for ASDAN maintained.
- Formulate activity plans in conjunction with other staff and with approval from a manager.
- Ensure that children are signposted into ongoing local activities where appropriate.
- Ensure that children are signposted onto Caudwell Children Core Services, where appropriate.
- Ensure children have exit plans for longer term supporting activity on leaving programmes and activities.

Support Workers and Volunteers

- Working with the Short Breaks Manager to:
- Assist in the training, supervision and monitoring of support workers and volunteers.
- Ensure adult numbers of support workers and volunteers, meet the support needs of children on all activities and programmes.

Budgeting

- Ensure the service is delivered to the agreed budget and strategy.
- Support income generation by identifying possible fundraising opportunities.

Other

- Ensure compliance with ISO and Health and Safety policies and procedures.
- Complete risk assessments on all proposed activities and venues.
- Ensure records and portfolios are up to date and have sufficient evidence to meet ASDAN standards.
- Provide monthly reports and evidence required by each funder, including user feedback forms, promotion and media coverage.
- Any other duties deemed suitable for the role.

PERSON SPECIFICATION

Essential Criteria

- GCSE's (or equivalent) in English and Maths.
- 2 years experience working with children.
- Ability to engage, motivate and communicate with children and young people.
- Ability to work on own initiative and part of a team.
- Good IT skills.
- Good organisational, planning and problem solving skills.
- Dedicated, passionate, enthusiastic and resilient.
- Willingness and ability to travel throughout Staffordshire.
- Evening and weekend work required.

Desirable Criteria

- Diploma in Health and Social Care.

- Experience working in the third/voluntary sector.
- Experience working with children with a disability.
- Experience working in an education setting with different levels of learners.
- Experience working with volunteers.
- Knowledge of ASDAN.
- Knowledge of Health & Safety regulations.

DISCLOSURE AND BARRING SERVICE CHECKS

The Charity is committed to safeguarding children and young people and therefore adopts a safer recruitment approach through a robust recruitment and selection process. All posts within the Charity are subject to DBS checks, in line with the Rehabilitation of Offenders Act (1974).

This role is not exempt under the Rehabilitation of Offenders Act and is therefore eligible for an Enhanced (with children's and/or adults' barred list check) DBS check.

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- Standard disclosure
- Enhanced disclosure
- Enhanced disclosures with children's and/or adults' barred list check(s):

This role is not exempt under the Rehabilitation of Offenders Act and is therefore eligible for an Enhanced (with children's and/or adults' barred list check) DBS check.