

Marches Family Network

Job Description & Person Specification



Post reference: MFN/LUSCL/0523

Location: Sessions in Hereford and/or Leominster

Job title: Level Up Skills Club Leader

Reports to: Manager

Level/Grade:

£14.11 per hour, plus holiday pay at 12.07%

Type of position:

Casual Fixed Time Contract for 3 years subject to funding

Hours:

5 hours per session to include planning and after session reporting.

Funding for 12 sessions per year

Enhanced Disclosure required.

Job summary

To work under the direction of the Manager and in liaison with office-based colleagues to plan, prepare and manage the successful delivery of the Level Up Skills Club activities for 11-25 year olds with a disability or additional needs within a defined remit.

To identify and implement best practice methods and charity policies and promote health and safety of service users and staff.

To provide and organise stimulating, creative and educational opportunities within agreed levels of resource and budget.

Main Duties and Responsibilities

- To plan, implement and review activities appropriate to needs of young people at the agreed venue.
- To be responsible for the health, safety, and well-being of young people, staff and volunteers attending or participating in the activities
- To ensure compliance at all times with the Charity's Health and Safety policies and procedures and general duty of care under the Health and Safety at Work Act 1974.
- To supervise the work of staff / volunteers and provide appropriate levels of support.
- To assist the work of colleagues in the promotion and improvement in the work of the Charity.
- To ensure full, timely, accurate documentation and reports are prepared and sent to the appropriate member of the office team.
- To contribute effectively to the identification of areas of improvement, and implement developmental changes as required.
- To use information and acknowledge/record achievements attained by the young people
- To ensure good communication with parents/carers, families and staff
- To ensure all concerns are passed on promptly in the appropriate manner
- To record any changes in information and provide effective and appropriate communication with the office staff
- To ensure a working knowledge of the Charities policies is maintained
- To report any safeguarding concerns promptly following the Charity's Safeguarding and Child Protection Policy and Safeguarding Adults Policy
- To ensure the care and safety of the young people under the Charity's care.
- To inspire confidence and provide appropriate positive support for the young people for the entire session.

- To ensure confidentiality at all times

Main Job Activities

- To directly lead the Level Up Skills Club sessions at agreed venues.
- To ensure full planning of all activities in line with available financial and other resources, monitor young people's progress and engagement, and provide relevant feedback as required
- To complete all appropriate risk assessments and work in liaison with the Designated Safeguarding Lead to safeguard all young people and families.
- To assist where requested in the training and motivation of teams.
- To ensure provision of all necessary authorisations and returns related to Level up Skills Club activities.
- To line manage and support workers, including volunteers.
- To co-ordinate, in liaison with colleagues and within charity guidelines, the procurement of all necessary materials, transport and session workers for successful Level up Skills Club activities at the agreed venue.
- To attend regular meetings with the Manager and/or colleagues.
- To encourage involvement and consultation with young people and parents/families in activity under general direction of the Manager.
- To ensure resources and storage are maintained and suitable for use
- To carry out any other duties as may be required from time to time under the direction of the Manager.
- To complete signing in sheets and any other returns as required within given time scales
- To ensure that all paperwork is completed accurately and promptly.
- To encourage involvement and consultation with the young people and parents/families in planning and evaluation services

Person Specification

Experience/Work experience (length and type of experience needed)

Essential

- Experience of working with young people with disabilities / special needs
- Experience of supporting colleagues

Desirable

- Experience of planning and delivering age-appropriate and ability-appropriate activities

Qualifications and Training (min qualifications needed, relevant experience may be a substitute, in particular training already taken)

Essential

- Maths and English pass at GCSE or equivalent.
- NVQ 3 or above (or equivalent) in play-work, childcare and education or related discipline.
- Paediatric and First Aid at Work qualifications or willingness to undertake first aid training within 6 months of appointment.
- Team Teach Level 2 qualification or willingness to undertake within 12 months of appointment.

Desirable

- Competent in Signalong, or similar
- Medication Awareness or Safer Handling of Medication training
- Risk Assessment training
- Willing to undertake any training to ensure the successful completion of the job.

Skills and abilities (to do the job effectively)

Essential

- Able to inspire confidence and build confidence of young people and staff.
- Able to communicate effectively with staff, parents, members of the public and young people with additional needs.
- Able to work as part of a team and contribute to needs of whole organisation.
- Able to lead, motivate and achieve high standards in a team.

- Able to work without supervision.
- Able to complete a good standard of planning and reporting
- Able to translate policies into practice for the benefit of young people with additional needs.
- Able to be an effective ambassador for the charity, demonstrate a good professional attitude and conduct and be an effective role model for staff, volunteers and young people

Desirable

- Able to represent organisation confidently in area of responsibility
- Able to effectively use the computer where necessary to achieve aims of job role

Other Factors (e.g. ability to work outside office hours, physical demands of job)

Essential

- Must be able to work a minimum of 1 evening a week (term time only)
- Must be able to travel/drive across the area of work
- Must be able to carry out physically demanding jobs as part of the setting up of the session activities
- Must be able to keep activity storage area tidy and adequately stocked
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Reviewed by: Rae Chambers, May 2023

Title:

Manager

Date employed