



Job Description

Post Identification: **Activities Coordinator**

Reports To: **Head of Children and Young People's Services**

Location: Office based at **Bridgehead House, 215 Barnett Wood Lane, Ashted, Surrey, KT21 2DF**. Travel to events throughout Surrey and surrounding area as required.

Job Purpose:

This role will have two main areas of focus:

- Deaf or hard of hearing children, young people and their families:
 - Engagement in activities and events potentially in line with the Families group (see below)
 - Engage and liaise with established providers to ensure that we address gaps in support and provision and add value to their work
 - Liaise with Family Support Worker regarding more detailed enquiries
 - You would work with the Head of Service to develop this provision.
- Children and young people who have significant vision impairment
 - Plan, coordinate, attend and follow up the family activities for children and young people aged 0-19, including parents, carers and siblings.

General information about the Children and Young People's Services Recreation Team:

The team provide recreation activities for children and young people who have significant vision impairment. We aim to reduce social isolation and barriers, whilst developing skills and knowledge in line with the Curriculum Framework for Children with a vision impairment. The team run three different groups each month;

- Family activities for children and young adults aged 0-19. Including parents, carers and siblings.
- 11UP group which provides activities for those aged 11–19 (in school years 7 to 13). Independent of their parents
- Young adults group for those aged 18-25.

Activities can be varied for example arts & craft, sports, adventure, cooking, etc. We encourage the young people, as appropriate to have input into the choice of activities undertaken and to take some responsibility in welcoming new members to the group. Many of the children accessing our services have complex needs and disabilities we need to ensure that a balanced selection of our activities meet these children's needs.

When young people begin senior school, they also have the opportunity to become Young Ambassadors for Sensory Services by Sight for Surrey this gives them the opportunity to represent their peers or the organisation, to be involved in discussions and debates, research, campaigns, volunteering etc. The activities team are an important part of promoting and facilitating these opportunities.

You will work as a team to develop and deliver services, taking responsibility for running different events. This includes completing risk assessments, following the Charity's processes and procedures to ensure our services are safe and meet the needs of all those taking part. You are also responsible for keeping records up to date, recording outcomes and reporting on service delivery.

Within the wider team we also have a Family Support Worker, providing information, advice and guidance to families with a child or young person who is blind, vision impaired, has combined sight and hearing loss

(multi-sensory impaired/deafblind). This offer will expand to include those who are hard of hearing and Deaf where a need is not being met elsewhere.

The wider team also includes a specialist Habilitation Service, and a Counselling service.

We are supported by an Administrator facilitating key aspects of referrals, enquiries and processes.

Job Description

1. Develop engaging, accessible activities for children, young people and their families to meet their needs, interests and intended outcomes. Initially this will focus on the 'Families' cohort for children and young people with a vision impairment.
 - This will require researching, planning, preparing and organising events for a large number of people. You will need to ensure that you are meeting their needs whilst upholding the Charity's values.
 - You will lead the event, with support you have arranged from the rest of the team / volunteers.
 - You will complete all processes and procedures prior to and after events.
2. Liaise with families, professionals and existing organisations regarding gaps in provision for children and young people and their families who are Deaf or hard of hearing.
 - Build provision around these gaps in service, for example, provision of information, support at external events, or development of our own events to meet the needs of this community.
 - Liaise with Family Support Worker regarding more detailed enquiries.
 - You would work with the Head of Service to develop this provision.
3. Undertake Administrative duties to support the Children and Young People's service.

4. Build professional relationships with children, young people and their families enabling the Charity to understand and meet needs.
5. To maintain accurate data ensuring regular, appropriate reporting is completed.
6. To ensure the voice of children and young people is heard, offering support and encouragement, empowering the young people to self-advocate.
7. To support and encourage the Young Ambassador programme.
8. To follow the Charity's processes and procedures for all activities to ensure compliance.
9. To be responsible for any staff or volunteers engaged to assist with an activity
10. To be responsible for assessing and addressing potential health and safety issues around events including risk assessments and where appropriate environmental assessments.
11. Undertake and complete training as required, applying your knowledge in your role.

Competencies Required

Competent BSL knowledge (BSL Level 3 as a minimum for non-native BSL users) is highly desirable, but not essential.

Experience of working with children or young people with a vision impairment and/or children and young people who are hard of hearing or Deaf is highly desirable, but not essential.

Experience of working with children and young people within a school or community environment.

To uphold the strategic values for the Charity; to innovate, to empower, to respect, to include, to champion accessibility, ensuring that the families, team members, volunteers are all embraced within this approach.

Team working

Ability to work within agreed procedures, problem solve, be flexible and creative to achieve team and personal objectives.

Have effective time management and organisational skills to manage projects, work within and report on budgetary issues, coordinating with others as appropriate.

Able to coordinate volunteers and external stakeholders prior to, during and after an event.

Procedural

To have good communication skills and the willingness to engage with all people in a positive, accessible and clear manner.

To be competent in using IT, including Office 365 and MS Outlook and open to using new systems and processes.

Ensure data and records are maintained effectively, regularly and accurately

Responsible for sending information to the young people, their families and our partners on a regular basis about opportunities, activities and news that might be of interest.

Personal Impact

The post holder will be professional in attitude, behaviour and dress, being mindful that they are representing the Charity. They will act with integrity and be mindful of the Charity's values.

Physically able to support participants taking part in activities and identify areas of potential risk.

Ability to travel to events located throughout Surrey, and sometimes out of County.