



Post Identification: Children & Young People's Activities Officer
Reports To: Children & Young People's Service Facilitator

Job Purpose:

- To be part of a team providing the recreation activities for children, young people and families.
- The team run three different groups each month:
- Family activities for children and young people aged 0 to 19, including parents, carers and siblings
- The 11UP group which provides activities for young people aged 11 to 19 independent of their parents
- The young adult group for young people aged 18 to 25

Hours of work: 12 hours per week over 3 days – including up to 2 weekend days per month.

Context

Our children and young people's service works with children, young people and families of all ages right across Surrey. We work with children and young people who have a vision impairment, or multi-sensory impairment, with a desire to expand our services to support children who are hard of hearing and Deaf in the future. The team are based at our office hub in Fetcham, Surrey on a day-to-day basis, and our activities are run out in the community across the county.

This post sits within our recreation team, which is part of the children and young people's service. The main aim of our activities programme is to reduce social isolation and barriers. The young people we work with get opportunities to develop their skills and confidence. They are encouraged to explore areas of interest and to share their opinions. Being part of an inclusive group can be an extremely positive experience and can have a positive impact on self-perception enhancing life chances and well-being.

We aim to provide a minimum of at least one activity a month for each of the three groups for children and young people. Activities are varied and include arts and crafts, sports, adventures, cooking and much more. We

encourage the young people to help to design the activity schedule, and to take some responsibility in welcoming new members to the group. Many of the children accessing our services have additional needs alongside their sensory impairment. We need to ensure that our activities are accessible and meet the needs of the children, young people and families.

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

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

Job Description

Key responsibilities

- Communicate with families and directly with young people to keep them informed of recreational activities and support on offer.
- Facilitate groups across a range of activities throughout the year and a range of locations, taking responsibility for leading the event and providing support and encouragement to all participants.
- Build professional relationships with children, young people and their families, always looking to maximise the impact we can have for the people we support.
- To work with the young people to co-design and co-produce a variety of different activities, particularly at weekends and during school/college holidays.
- To enable and empower young people to communicate their experiences, and their wishes, to reduce barriers and drive change.

- To support, encourage and grow the Young Ambassador programme.
- To work as a positive team player with the recreation team and wider children and young people's service to develop and deliver any shared projects.
- To undertake risk and environmental assessments for each activity before they take place, take action to minimise risks, undertake dynamic risk assessments whilst activities are taking place. Ensuring all risk assessments are well documented, shared and filed appropriately.
- To liaise and work in partnership with other organisations to promote social inclusion and accessibility.
- To be responsible for any staff or volunteers engaged to assist with an activity.
- To be responsible for recording outcomes, writing reports for our funders that demonstrate we are meeting our key performance indicators and other objectives.

Person Specification

Essential

- Experience of working with children and young people, or significant volunteering with children and young people in a leadership role
- Excellent organisational, communication and time management skills
- Excellent team working skills and the ability to work independently
- Group facilitation and/or leadership experience
- Possess a creative and innovative approach to problem solving
- Experience of working within agreed policies and procedures to achieve team and personal objectives
- Experience of record keeping on a range of databases
- IT competence and confidence including Microsoft 365 and a range of databases and other applications
- Willingness to undertake an Enhanced Disclosure and Barring Service (DBS) check
- Willingness to undertake safeguarding training and all other mandatory training including first aid.

Desirable

- Experience of working with disabled children and young people
- Event management experience
- Volunteer management experience
- Experience of completing risk assessments
- Experience of creating accessible communications
- Safeguarding training and experience
- First Aid qualification
- British Sign Language (BSL) skills and/or qualifications

Key competencies

Communication

Communicates effectively with people of all ages in a range of formats and contexts. Communicates in a concise and clear manner.

Managing/ Embracing Change

Seek ways to improve own performance. Suggesting where improvements could be made in a constructive way. Open to change and embracing new ways of doing things.

Personal Impact

The post holder will present themselves effectively and professionally in attitude, behaviour and dress, being mindful that they are representing the charity. Acting with integrity and taking account of the principles of equalities. Having respect for the opinion and expertise of others.

Physical Requirements

- 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 during the week and at the weekend, sometimes carrying equipment.

Working Environment

- Office based in Fetcham, Surrey, with activities across various venues in Surrey and out of County on occasion, (including theatres, leisure centres, climbing centres, museums etc.)

ORGANISATION CHART

At Induction.