



## **JOB PROFILE**

<b>Post Identification:</b>	Children & Young People's (CYPs) Family Activities Worker (0-18years).
<b>Job Purpose:</b>	Supporting children & young people who have vision Impairment/ multi-sensory impairment and their families access a range of different recreational activities. Including but not limited to; sports, arts and leisure events etc. To enhance the life opportunities of children & young people enhance learning and enable them to maximise potential.

## **JOB DESCRIPTION**

1. To work closely with the Head of CYPs service, the Senior Administrator, Family Support Worker, the 11UP Activities Worker, and the rest of the CYPs team to communicate and build links with families. To keep an up to date contact list and be in regular contact with the families connected to the recreation programme.
2. To organise, advertise and run a variety of different activities throughout the year particularly at weekends and during school holidays.
3. To ensure that the programme is well publicised and offers a wide variety of choice so that there are activities suitable for all ages and abilities.
4. To have knowledge of child developmental milestones ensuring that the programme helps to develop children's knowledge and understanding of the world in which we live.
5. To be responsible for assessing and addressing potential health and safety issues around the events being planned. Provide a risk assessment prior to the event. Record and work to reduce identified risks. To continue to monitor arising risks during the activity.
6. To liaise and work in partnership with other organisations to promote social inclusion.
7. To support and encourage the participants at events.
8. To be responsible for any volunteers engaged to assist with an activity.
9. To hold an up to date First Aid Certificate. (Training will be given if necessary following appointment).
10. To have knowledge about all aspects of safeguarding and the legislation that protects children and young people. To take responsibility for following the SFS policies and procedures whenever there is a concern.
11. To take responsibility for the recording and reporting required by the organisation/ service in relation to the delivery and funding of this service.
12. To work closely with other members of the CYPs team, ensuring that the different aspects of our service dovetail to meet the needs of the children, young people and their families.

13. To represent SFS at meetings and other engagements in connection to the role.
14. To work closely with other members of the CYPs team, the wider organisation and partners to ensure that the needs of the children and families who access our services are addressed.
15. To take the lead in organising a residential weekend for families who access our services every two years.

## **WORK CONTEXT**

The theme of Sight for Surrey Children's Recreation Project is 'social inclusion'; it aims to lift barriers that prevent CYPs who have vision impairment or multi-sensory impairment accessing sport, arts and leisure facilities in Surrey and beyond.

The children & young people will get opportunities to develop their skills and confidence; they will build an understanding of different concepts and develop an environmental awareness through experience.

Families will have the opportunity to meet with others in similar situations.

To ensure families feel connected to SFS and have the information about activities, services and advice to support their needs.

To work imaginatively to create, a supportive framework that responds to the families different needs at times of crisis.

## **COMPETENCIES REQUIRED**

- Ability to work within agreed procedures to achieve team and personal objective
- Planning ahead and understanding how their work impacts on the children, their families, team members and the organisation.
- To have effective time management and organisation skills
- The post requires a constructive and consultative approach to solving problems
- To be valuing and supportive of others
- To be able to manage an activity and to maximise resources
- To keep financial records, receipts and be aware of the budget attached to the recreation project
- To undertake the reporting responsibilities attached to the SCC Short Breaks and other funding streams.

- To take responsibility for coordinating and managing a team of volunteers during an activity
- First Aid qualification (SFS will arrange following appointment if necessary).
- Children's Safeguarding training (SFS will arrange this following appointment if necessary)

### Communication

- 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 Microsoft office
- Keep clear and concise written records and to up date the Database records as appropriate
- Ensure that information about the service is accessible
- Ensure contact details of the families we engage with are up to date
- Work with CYPs Administration team to ensure relevant information is sent to families and our partners on a regular basis about opportunities, activities and news that might be of interest
- Liaise with the organisations publicity department on a regular basis

### Developing Others/Team Development

Share knowledge and skills with others, where possible. Contribute positively to team /organisation development.

### Managing/Embracing Change

Seek ways to improve own performance. Suggesting where improvements in service could be made. Open to change and embracing new ways of doing things. Ability to feed back to Line Manager on impact of plans and service, managing change based on feedback, flexibly and efficiently. To have knowledge of the Safeguarding policy and procedures and to report any concerns to the line manager. Comply with our organisational policies and procedures. To be aware of other legislation that impacts on our duty of care.

### Personal Impact

The post holder will present themselves effectively being mindful that they are representing Sight for Surrey. Acting with integrity and taking account of the principles of equalities. Having respect for the opinion and expertise of others.

## **COMPETANCIES /SKILLS/QUALIFICATIONS**

- To have experience in working with children & young people
- Enhanced Disclosure and Barring Service record
- Available to work flexibly and at weekends when SFS has events and activities
- Good interpersonal and communication skills
- To have up to date knowledge of the Safe Guarding policy and procedures.
- Have a commitment to equalities and social inclusion, particularly the issues faced by young people, their parents and carers
- Be imaginative, creative and flexible
- Experience of vision impairment is desirable, but not essential
- An ability to use sign language is desirable, but not essential
- Ability to work independently while continuing to follow the team plan
- Ability to work as part of a team while also being able to self-motivate
- Effective time management and organisational skills

## **PHYSICAL REQUIREMENTS**

- Physically able to support participants taking part in activities
- Available to work at weekends when SFS has CYPs events and activities planned
- Ability to travel to events located throughout Surrey, and sometimes out of County.

## **WORKING ENVIRONMENT**

- Various venues across Surrey, - and out of County on occasion, (including theatres, leisure centres, climbing centres, museums etc.)

ORGANISATION CHART – available on induction.

## **VERIFICATION**

**Post Holder signature:** \_\_\_\_\_

**Name in Capitals:** \_\_\_\_\_

**Date:** \_\_\_\_\_