



JOB PROFILE

Post Identification: Children's 11UP Activities Worker

Reports To: Senior Recreation Coordinator

Job Purpose: To run the recreation programme dedicated to activities for young people from school years 7 to 13. The young people have named this group "11UP" (because they are 11 years of age when they are eligible to join the group & they like the 7UP drink).

Sight for Surrey aims to provide at least one activity a month for this age group. Activities are varied for example arts & craft, sports, adventure, cooking, etc. These activities do not require parents to be present. 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. Members of the group also have the opportunity to become Young Ambassadors for Sight for Surrey which gives them the opportunity to represent their peers or the organisation, to be involved in discussions and debates, research, campaigns, volunteering etc.

The successful applicant will be required to work alongside the Children's Recreation Coordinator to develop and deliver services. To take responsibility for delivering 11UP activities, keeping records, recording outcomes and reporting on service delivery. Also to support at Sight for Surrey Family activities when required. These activities are open to children 0-18 years that have vision impairment, their siblings and parents.

The main aim of our activities programme is to reduce social isolation and barriers, increase confidence and a positive self-image. We believe this can be achieved by having a core social group that can identify with each other. This group will also give opportunities that will increase knowledge about the world in which we live.

Job Description

1. To communicate and build links with young people and their families.
2. To keep an up to date contact list and be in regular contact with the young people connected to the recreation programme.
3. To work with the young people in order to organise a variety of different activities, particularly at weekends and during school/college holidays.
4. To support and encourage young people to self-advocate appropriately.
5. To support and encourage the SFS Young Ambassador program.
6. To ensure that the programme offers a wide variety of choice so that there are activities suitable for all abilities and interests.

7. To undertake risk assessments for each activity. Record and work to reduce identified risks.
8. To liaise and work in partnership with other organisations to promote social inclusion.
9. To support and encourage the participants at events.
10. To be responsible for any staff or volunteers engaged to assist with an activity.
11. To hold an up to date First Aid Certificate. Training will be given if necessary following appointment.
12. To be responsible for assessing and addressing potential health and safety issues around the events being planned and for providing a risk assessment and where appropriate an environmental assessment prior to the event.
13. To hold an up to date Safeguarding certificate. Training will be given if necessary following appointment.
14. To be able to work as a member of a team to ensure that the SFS CYPs team is able to deliver appropriate services.

Work Context

The theme of Sight for Surrey Youth Work Project is 'social inclusion'; it aims to lift barriers that prevent young people who are vision impaired or have a multi-sensory impairment or other additional needs accessing sport, arts, leisure and other opportunities in Surrey and beyond.

The young people 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.

Competencies Required

To be experienced in working with children & young people.

Ability to work within agreed procedures to achieve team and personal objectives.

Planning ahead and understanding how their work impacts on the participants, the families who access our services, team members, volunteers and the overall strategic aims of the organisation.

To have effective time management and organisation skills.

To complete risk assessments, work to improve access and reduce barriers where possible.

The post requires a constructive and consultative approach to solving problems.

To be valuing and supportive of others.

To be able to manage a project and to maximise resources.

To keep financial records, receipts and to be aware of the budget attached to the recreation project.

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, Outlook. Zoom, Skype etc.

Keep clear and concise written records and to up date the Data base records as appropriate.

Ensure that information about the service is accessible.

Keeping contact details of the families that we engage with up to date.

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.

Liaise with the organisations publicity department on a regular basis.

To understand the responsibilities of GDPR and Data protection.

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 SFS organisational policies and procedures. To be aware of other legislation that impacts 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.

Competencies/ Skills/ Qualifications.

- To have experience in working with young people.

- Enhanced Disclosure and Barring Service disclosure
- Good interpersonal and communication skills
- To have 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.
- Ability to assess risk and reduce wherever possible.
- 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.
- Be comfortable working remotely and speaking on Zoom/Teams/WhatsApp etc.

Physical Requirements

- Physically able to support participants taking part in activities.
- 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.)