



## **JOB PROFILE**

**Post Identification:** Trainee Habilitation Specialist.  
Children & Young People's (CYPs) Recreation Worker

**Reports To:** CYPs Senior Recreation Co-ordinator

**Job Purpose:** Supporting children & young people who have vision Impairment/ multi-sensory impairment and their families to access sports, arts and leisure events. To enhance the life opportunities of children & young people who have vision impairment or a dual sensory loss.

This role enables a person with a post graduate degree or a minimum qualification equivalent to QCF Level 4 Modes to train as a Habilitation Specialist. Sight for Surrey will undertake to pay fees and reasonable expenses linked to the training at University College London (UCL). The course is part-time over two years. Students attend four 5-day blocked weeks in September, November, January and March. Students also need to be present for their Practical Skills Assessments.

The successful applicant will be contracted to work for Sight for Surrey for two full years following qualification.

There will be a need for the trainee to invest some of their personal time to complete university assignments, reading and other course related activities.

The responsibilities of the trainee post will change over the course of the training in order to build on skills and experience. During the first year of this post you will be part of the Recreation team- the responsibilities of the position are listed in the job description below.

Successful completion of the first year of the course will enable the trainee to join the Habilitation team taking up the post of Assistant Habilitation Specialist. This post will involve using the skills learnt during the first year of the course and provide practical learning opportunities.

During the second year of the training the student will be required to undertake a placement within another organisation.

Successful completion of the Grad Dip in Habilitation and Disabilities of Sight (Children and Young People) will result in being recognized as qualified practitioner with the first year being the probation year.

## **JOB DESCRIPTION (for first year)**

1. To work closely with the Senior Recreation Co-ordinator and the 11UP Activities Worker to communicate and build links with families.
2. To work with the Social inclusion/ activities team to keep an up to date contact list and be in regular contact with the families connected to the recreation programme.
3. To assist in organise and run a variety of different activities throughout the year particularly at weekends and during school holidays.
4. To ensure that the programme offers a wide variety of choice so that there are activities suitable for all ages and abilities.
5. To have knowledge of child developmental milestones.
6. To undertake risk assessments for each activity. Record and work to reduce identified risks.
7. To liaise and work in partnership with other organisations to promote social inclusion.
8. To support and encourage the participants at events.
9. To be responsible for any volunteers engaged to assist with an activity.
10. To hold an up to date First Aid Certificate. (Training will be given if necessary following appointment).
11. To be responsible for assessing and addressing potential health and safety issues around the events being planned and for providing a risk assessment prior to the event.
12. 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.
13. To assist with the recording and reporting required by the organisation/ service in relation to the delivery and funding of our service.
14. 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.

## **WORK CONTEXT**

This post is a trainee post offering the appointee the opportunity to grow their skills and expertise. 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 gain 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.

## **COMPETENCIES REQUIRED**

- Ability to work within agreed procedures to achieve team and personal objective
- Planning ahead and understanding how their work impacts on the participants, their families and team members
- 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 support the Senior Recreation Coordinator with the reporting responsibilities attached to the SCC Short Breaks, National Lottery and Children in Need contract
- To take responsibility for coordinating and managing a team of volunteers during an activity
- First Aid qualification (SFS will arrange 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 Senior Recreation Coordinator 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 weekend when SFS has events and activities
- 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
- 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.