Job Description

**Role Title:** Sparkle Youth Supervisor

**Responsible to:** Sparkle Team Leader

**Location:** Across Monmouthshire, Blaenau Gwent & Torfaen

**Salary:**  £9.75 per hour

**Contract type:** Fixed Term - Relief

**Youth provision delivery hours:** Monday Youth Club 5.00-7.30pm

**Job Purpose**

To plan, develop and deliver a programme of leisure activities and clubs that respond to the identified needs of children and young people with a disability or developmental difficulty aged 0 -17.

The post holder will have lead responsibility and accountability for:

• Supervision and management of designated staff and volunteers;

• Ensuring quality provisions are delivered within a safe and stimulating environment, and in line with Sparkle policies and procedures;

• Maximising capacity within the provision/ club and proactively address issues of under capacity/ performance;

• Ensuring services/ clubs adhere to the principles of safeguarding, confidentiality and data protection.

**Key Results Areas**

1. Create activity/ club programme plans which allow all children and young people with a disability or developmental difficulty to experience a wide range of opportunities, ensuring they are involved in the planning process through promoting the National Participation Standards.
2. To continuously monitor, review and evaluate sessions and make recommendations to the team leader with regard to any developments/ improvements required.
3. To undertake, the sixth monthly review of profiles and care plans, and, on occasions, be required to complete initial profiles.
4. To be responsible for opening up, or locking the premises, ensuring appropriate security measures are adhered to, as and when required.
5. Liaising with families and professionals as required.
6. To complete comprehensive written incident/ accident reports and submit in timely manner to Sparkle Team Leader if incidents occur.
7. Provide support and supervision to play workers and volunteers ensuring they deliver a quality service to the young people accessing the service.
8. Create sessions where all young people with a disability or developmental difficulty can experience a wide range of opportunities, ensuring they are involved in the planning process through promoting the National Participation Standards.
9. Assist in the promotion of the Sparkle activities and clubs to ensure participation is maximised.
10. Monitor the appropriate use of club equipment and maintain levels of stock.
11. Effectively communicate with parents, before and after sessions to provide them with information on the activities/events the children/young people participated in.
12. Ensure both quantitative and qualitative data is collected at the club, as requested by the Sparkle charity.
13. Maintain strict confidentiality related to information held concerning children and their families.
14. Assist in the promotion of Sparkle as a charity.
15. To participate in all necessary external and internal training as required by Sparkle.
16. Undertake all administrative duties and evaluation work relating to the club to the required standard.
17. Provide written and verbal reports to Sparkle as requested.
18. To assist in promoting Equal Opportunities for all young people who attend the club.
19. Offer your time on a volunteering basis for four Sparkle events/fun days per year.
20. Any other duties commensurate with the grade of the post as directed by Sparkle Team Leader.

**Note: This job requires a satisfactory DBS check and children barred list check.**

**Supervisory Responsibilities**

Play workers / Volunteers

**Supervision Received**

Sparkle Team Leader

**Principal Contacts**

Children/young people

Parents/Carers

**Sparkle is committed to Safeguarding and Promoting the welfare of children, young people and vulnerable adults.**

**Person Specification**

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| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Indicated by** |
| **Qualifications** | * 5 x GCSE’s (grades A-C) or equivalent
 | * Level 3 childcare qualification (or willingness to work towards)
* First aid Qualification
* Sports Leader Award endorsed qualification
 | * Application Form
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| **Experience** | * Experience of working with children/young people with a disability or developmental difficulty
* Experience of planning activities
 | * Experience of working with volunteers
 | * Application Form & Interviews
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| **Knowledge** | * Excellent understanding of Customer Care
* Knowledge of Youth Work principles
 | * Knowledge and understanding of the relevant policies relating to Youth Work
* Epilepsy Awareness
 | * Application Form & Interviews
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| **Professional Skills** | * Ability to interact with children & young people
* Establish good working relationships with staff and volunteers
* Are able to adapt quickly and flexibly to situations to ensure the smooth running of sessions should unexpected events occur
* Are polite and courteous at all times, regardless of the situation
* Good Administration skills
 | * Ability to lead a team
 | * Application Form, Interviews & references
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| **Personal** **Attributes** | * Passionate about increasing social opportunities
* Motivated
* Adopt a friendly, happy, welcoming approach
* Approachable
* Excellent Communication skills
* Reliable and committed
* Organised
* Able to work as part of a team
* Show empathy, patience and understanding
 |  | * Application Form, Interviews & references
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