Job Description

Post: Sparkle Activities Co-ordinator

Reporting to: Sparkle Leisure Team Leader

**Accountable to:** Sparkle Head of Operations

Location: Various Sparkle delivery sites – Main Base: North Site (NP13 3BN)

Salary: £11,806

**Hours**: Part-time, including evenings and alternating weekends (16 hours per week)

**Shift pattern:** Alternating weeks: Week 1 - Mon/Tues/Wed (evenings) Week 2 - Mon/Wed (evenings) /Saturday (day shift)

**Contract:** Permanent

**Holidays:** 25 days per year, not including bank holidays (pro-rata)

**Job Purpose**

To plan and deliver a programme of leisure activities and clubs which meet the needs of children and young people with a disability or developmental difficulty aged 0 - 17, Gwent wide.

The post holder will take a lead responsibility and be accountable for:

* Ensuring leisure services meet the needs of children and young people;
* Manage supervisors;
* Oversee and support management of leisure support workers and volunteers;
* Proactively liaising with families, professionals, etc;
* Ensuring high quality leisure services, delivered within a safe and stimulating environment, and in accordance with Sparkle policies and procedures;
* Recording and reporting upon the performance of all activities and clubs in line with Sparkle quality assurance procedures;
* Delivering and organising staff training as required;
* Adhering to the principles of safeguarding, confidentiality and data protection.

**Key Results Areas**

To oversee the programme of activities, with a particular focus on the sessions Sparkle deliver in the North 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.

To manage and supervise leisure staff and volunteers under the guidance of Operational Lead and alongside another middle manager.

Deputising for the Operational Lead covering their annual leave/sickness/non-working days, as required. To follow in line with an agreed buddy system along with the other Activities Coordinator.

To support sickness management and complete relevant paperwork in line with Sparkle’s policies and procedures.

To act as a point of contact for professionals and families with regards to Sparkle leisure services.

To ensure that the child/ young person’s needs are assessed in a consistent and holistic manner using standard documentation to include:

* Risk assessments
* Behaviour plans
* Personal care plans and
* Personal profiles

To continuously monitor, review and evaluate sessions and make recommendations to the Operational Lead with regard to their development and ensure that they achieve optimum capacity.

To undertake the completion of Sparkle personal profiles including six monthly profile and care plan reviews.

To complete written incident / accident reports and submit them in a timely manner to the Sparkle Leisure Team Leader when incidents occur.

To effectively communicate with parents, to provide them with information on the activities/events the children/young people have participated in.

To assist the wider Sparkle team as required, in the delivery of leisure services on all Sparkle sites.

To maintain strict confidentiality related to information held concerning children, young people and their families.

To undertake all administrative duties and evaluation work relating to the leisure services to the required standard.

To provide regular activity and monitoring reports, including audits of the leisure provisions, as required.

To organise, oversee, and where appropriate, deliver training to the leisure team, volunteers etc.

To support within the recruitment process by assisting with interviews and delivering inductions for both leisure Support Workers and Volunteers.

To act as an Ambassador for Sparkle, promoting the charity and attending meetings with potential funders and press as appropriate.

To assist with the promotion of Sparkle as a charity and the services it provides. Including completing outside organisation talks in places such as an educational setting.

To assist in promoting equal opportunities for all children and young people who attend leisure services.

Any other duties commensurate with the grade of the post as directed by the line manager.

**Special Conditions**

**Working Hours**

The post holder will be required to work flexibly, including working evenings and weekends and attending an annual residential stay for the young people. The post will also offer an element of working from home when necessary. The rate of pay is a consolidated one, which includes any enhanced payments for evening and weekend working.

**Disclosure and Barring Service**

The post holder will be subject to an Enhanced DBS check and children barred list check.

This post is subject to an exception order under the provisions of the Rehabilitation of Offenders Act 1974. This stipulates that all previous convictions, including those that are ‘spent’ must be declared. Previous convictions will not necessarily preclude an individual from employment but must be declared in writing at the appropriate stage during the recruitment process.

**General Responsibilities**

**Health & Safety**

It is the responsibility of all employees to work to achieve a healthy and safe environment, and to take reasonable care of themselves and others.

**Equality & Diversity**

It is the responsibility of all employees to support Sparkle’s vision of promoting a positive approach to diversity and equality of opportunity, to eliminate discrimination and disadvantage in service delivery and employment, and to manage, support or comply through the implementation of Equality & Diversity Strategies and Policies.

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| This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post. |

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

**Person Specification**

Post Title: **Sparkle activities development officer**

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| **Requirement** | **Essential or desirable** | **How tested**  |
| **Education/ qualifications/knowledge** |
| 1.1  | Minimum of:* 5 GCSE’s (A\*-C) or equivalent

Level 3 Childcare qualification:* City and Guilds Level 3 Children’s Care, Play, Learning and Development
* WJEC Level 3 Children’s Care, Play, Learning and Development

Or equivalent qualifications and/or experience.  | E | Application Form |
| 1.2 | Supervisory/ management qualification | D | Application Form |
| 1.3 | Coaching qualification- preferably linked to disability work | D | Application Form |
| 1.4 | Team Teach | D | Application Form |
| 1.5 | First aid at work | D | Application Form |
| 1.6 | Communication formats for children with disabilities | D | Application Form |
| **Experience** |
| 2.1 | Minimum of 3 years of working with children/young people with a disability or developmental difficulty | E | Application Form/ Interview |
| 2.2 | Experience of managing staff teams | E | Application Form/ Interview |
| 2.3 | Experience of working in a multi-disciplinary team | E | Application Form/ Interview |
| 2.4 | Experience of writing risk assessments, care, behaviour and transition plans. | E | Application Form/ Interview |
| 2.5 | Experience of managing referrals for services to include assessment, care planning and allocation. | D | Application Form/ Interview |
| 2.6 | Experience of service planning  | E | Application Form/ Interview |
| **Aptitudes and skills** |
| 3.1 | Excellent written skills and the ability to establish and maintain excellent working relationships with colleagues. | E | Application Form/ Interview |
| 3.2 | Excellent interpersonal skills and the ability to communicate effectively with a broad range of people.  | E | Application Form/ Interview |
| 3.3 | Ability to establish and maintain excellent working relationships with children, young people and their families.  | E | Application Form/ Interview |
| 3.4 | Excellent team working and motivational skills to drive forward commitment and service improvement. | E | Application Form/ Interview |
| 3.5 | Excellent organisational, ICT and administration skills  | E | Application Form/ Interview |
| 3.6 | Flexibility is essential as the post must be responsive to the needs of children, young people and their families. | E | Application Form/ Interview |
| 3.7 | Commitment to continuity of service | E | Application Form/ Interview |
| **Personal attributes** |
| 4.1 | Understand and apply the principles of confidentiality and data protection | E | Application Form/ Interview |
| 4.2 | Genuine respect for children, young people and their families | E | Application Form/ Interview |
| 4.3 | Commitment to Sparkle’s values and a working style that reflects these | E | Interview |
| 4.4 | Ability to put the child/young person at the centre of all that we do. | E | Interview |
| 4.5 | Good understanding of, and a commitment to embrace the principles of equality in the delivery of services. | E | Interview |
| 4.6 | Friendly and welcoming approach | E | Interview |
| 4.7 | Energy, creativity, resilience and patience | E | Application Form/ Interview |
| 4.8 | Behave in a professional, calm and helpful manner at all times. | E | Application Form/ Interview |
| 4.9 | Commitment to supporting children/ young people to achieve their potential. | E | Interview |
| 4.10 | Reliable and punctual | E | Application Form/ Interview |
| 4.11 | Ability to drive as the post will have various delivery sites and travel will be required | E | Application Form/ Interview |