

Job Description

Post:	Sparkle Activities Development Officer
Reporting to:	Sparkle team lead
Location:	Nevill Hall Children's Centre, Abergavenny as a base with at least one day per week at Serennu Children's Centre, Newport.
Salary:	£26,013 (pro rata)
Hours:	Part-time, including evenings and weekends (16 hours per week)
Contract:	12 month Fixed Term
Holidays:	20 days per year, not including bank holidays (pro-rata)

Job Purpose

To plan, develop 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, with a focus upon services in the North of Gwent.

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

- Ensuring the timely, appropriate provision of leisure services which meet the needs of children and young people;
- Managing supervisors, playworkers and volunteers as required;
- Proactive liaison with families and professionals;
- Ensuring high quality leisure services, delivered within a safe and stimulating environment, and in line with Sparkle policies and procedures;
- Recording and reporting upon the performance of all activities and clubs in line with Sparkle quality assurance procedures;
- Delivering staff training as required;
- Adhering to the principles of safeguarding, confidentiality and data protection.

Key Results Areas

1. To identify suitable locations for leisure activities for Sparkle children in North Gwent, and to set up, run and oversee these activities.
2. To lead, initiate, develop and implement a programme of activity/ club 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.
3. To manage leisure staff, deputising for the leisure team leader as directed by your manager.
4. To act as the point of contact for professionals and families with regards to Sparkle leisure services in North Gwent.

5. To work with the Family Liaison Officer in North Gwent to set and run 'Family days' 3-4 times per year, encompassing appropriate activities for the children and young people, and information stands by relevant outside agencies and organisations.
6. 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
7. To continuously monitor, review and evaluate sessions and make recommendations to the Team lead with regard to their development and ensure that they achieve optimum capacity.
8. To undertake the completion of Sparkle personal profiles including six monthly profile and care plan reviews.
9. To complete written incident / accident reports and submit in timely manner to Sparkle team lead when incidents occur.
10. To attend, as appropriate, multi-agency meetings, for example Multi-Disciplinary Team and Child In Need meetings.
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. To work closely with the existing community programmes to ensure a more sustainable service and seamless link between opportunities provided by Sparkle, and the appropriate exit routes provide by local provision.
13. To assist the wider team in Serennu as required in the delivery of leisure services on this site.
14. Maintain strict confidentiality related to information held concerning children, young people and their families.
15. To identify potential volunteers, coaches and club leaders who could in the future ensure the long term sustainability of the activities and initiatives started.
16. Undertake all administrative duties and evaluation work relating to the leisure services to the required standard.
17. To provide regular activity and monitoring reports, including annual audits of the leisure provisions, as requested.
18. To be responsible for ensuring all staff/ volunteers are clear of, and adhere to key policies including health and safety, infection control, child protection, recruitment, internet safety, etc.
19. To oversee, and where appropriate, deliver training to the leisure team, volunteers etc.

20. To act as an Ambassador for Sparkle, promoting the charity and attending meeting with potential funders and press as appropriate.
21. Assist in the promotion of Sparkle as a charity and the services it provides.
22. To assist in promoting Equal Opportunities for all children and young people who attend leisure services.
23. To offer your time on a volunteering basis for a minimum of four Sparkle events/family days per year.
24. 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 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

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 Sparkles 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.

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**

Requirement		Essential or Desirable	How tested
Education/ Qualifications/Knowledge			
1.1	Minimum of Level 3 Childcare qualification or equivalent	E	Application Form
1.2	Supervisory/ management qualification	E	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 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 two bases and travel in the north of the county is required	E	Application Form/ Interview