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| **Marches Family Network**  **Job Description & Person Specification** | | |
| **Post reference: MFN/YCL/1124** | | |
| **Location: Sessions in Hereford and Leominster** | | |
| **Job title: Youth Club Leader** | | |
| **Reports to:** Manager | | |
| **Level/Grade:**  £16.76 per hour | **Type of position:**  Fixed Term for 12 months.  Contract may be extended subject to funding | **Hours:**  8 hours per week to include evenings during term time.  **Enhanced Disclosure required.** |
| **Job summary**  To work under the direction of the Manager and in liaison with office-based colleagues to plan, prepare and manage the successful delivery of the Level Up Skills Youth Club activities for 11-25 year olds.  To provide annual leave and sickness cover for the Projects Co-ordinator and Leader.  To identify and implement best practice methods and charity policies.  To promote health and safety of service users and staff.  To provide and organise stimulating, creative and educational opportunities within agreed levels of resource and budget.  **Main Duties and Responsibilities**   * To plan, implement and review activities appropriate to needs of young people at the agreed venue. * To be responsible for the health, safety and well-being of young people, staff and volunteers attending or participating in the activities. * To ensure compliance at all times with the Charity’s Health and Safety policies and procedures and general duty of care under the Health and Safety at Work Act 1974. * To supervise the work of staff / volunteers and provide appropriate levels of support. * To assist the work of colleagues in the promotion and improvement of the work of the Charity. * To ensure full, timely, accurate documentation and reports are prepared and sent to the appropriate member of the office team. * To contribute effectively to the identification of areas of improvement, and implement developmental changes as required. * To use information to identify and record achievements attained by the young people. * To ensure good communication with parents/carers, families and staff. * To ensure all concerns are passed on promptly in the appropriate manner. * To record any changes in information and provide effective and appropriate communication with the office staff. * To ensure a working knowledge of the Charities policies is maintained. * To report any safeguarding concerns promptly following the Charity’s Safeguarding and Child Protection Policy and Safeguarding Adults Policy. * To ensure the care and safety of the young people under the Charity’s care. * To inspire confidence and provide appropriate positive support for the young people. * To ensure confidentiality at all times. * To actively respond to suggestions and comments from the staff, service users and families and ensure this feedback is incorporated into future planning.   **Main Job Activities**   * To directly lead the Level Up Skills Club sessions at agreed venues. * To provide annual leave and sickness cover for the Project Co-ordinator and Leader * To ensure full planning of all activities in line with available financial and other resources, monitor young people’s progress and engagement, and provide relevant feedback as required. * To complete all appropriate risk assessments and work in liaison with the Designated Safeguarding Lead to safeguard all young people and families. * To assist, where requested, in the training and motivation of teams. * To ensure provision of all necessary authorisations and returns related to activities. * To line manage and support workers, including volunteers. * To co-ordinate, in liaison with colleagues and within charity guidelines, the procurement of all necessary materials, transport and session workers for successful activities at the agreed venue. * To attend regular meetings with the Manager and/or colleagues. * To ensure resources and storage are maintained and suitable for use. * To ensure that all paperwork is completed accurately and promptly. * To encourage involvement and consultation with the young people and their families in planning and evaluation of services. * To carry out any other duties as may be required from time to time under the direction of the Manager. | | |
| **Person Specification**  **Experience/Work experience** (length and type of experience needed)  Essential   * Experience of working with young people with disabilities / special needs   • Experience of supporting colleagues  Desirable  • Experience of planning and delivering age-appropriate and ability-appropriate activities   * Knowledge / experience of EYFS regulations   **Qualifications and Training** (min qualifications needed, relevant experience may be a substitute, in particular training already taken)  Essential  • Maths and English pass at GCSE or equivalent.   * Paediatric and First Aid at Work qualifications or willingness to undertake first aid training within 6 months of appointment. * Team Teach Level 2 qualification or willingness to undertake within 12 months of appointment. * Experience of supporting colleagues   Desirable   * NVQ 3 or above (or equivalent) in play-work, childcare and education or related discipline. * Competent in Signalong, or similar * Medication Awareness or Safer Handling of Medication training * Disability related training within last three years * Risk Assessment training * Willing to undertake any training to ensure the successful completion of the job.   **Skills and abilities** (to do the job effectively)  Essential  • Able to inspire confidence and build confidence of young people and staff.  • Able to communicate effectively with staff, parents, members of the public, and young people with additional needs.  • Able to work as part of a team and contribute to needs of whole organisation.  • Able to lead, motivate and achieve high standards in a team.  • Able to work without supervision.   * Able to complete a good standard of planning and reporting * Able to translate policies into practice for the benefit of young people with additional needs. * Able to be an effective ambassador for the charity, demonstrate a good professional attitude and conduct, and be an effective role model for staff, volunteers and young people.   Desirable  **•** Able to represent organisation confidently.   * Able to effectively use the computer, where necessary, to achieve aims of job role.   **Other Factors** (e.g. ability to work outside office hours, physical demands of job)  Essential  • Must be able to work a minimum of 1 evening a week (term time only)  • Must be able to travel/drive across the area of work  • Must be able to carry out physically demanding jobs as part of the setting up of the session activities   * Must be able to keep activity storage area tidy and adequately stocked. | | |
| **Reviewed by: Rae Chambers, November 2024**  **Title: Manager Date employed** | | |