**Job Description**

**DIRECTORATE:** Social Services & Wellbeing

**DEPARTMENT:** Prevention & Wellbeing

**POST:** Children’s Activity Co-ordinator – Active 4 Life

**GRADE OF POST:** Grade 6

**RESPONSIBLE TO:** Wellbeing Manager – Play & Family Support

**JOB PURPOSE:**

To deliver a balanced and structured programme of activities for children and young people inclusive of sport and recreation activities, arts and creative activities within a safe and stimulating environment. Some roles may specialise in play work within specific programmes.

**PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:**

* To ensure that children and young people are provided with activities that are safe but challenging and stimulating.
* Responsible for planning, record keeping, monitoring and supervision of activity leaders and activities.
* To ensure that all activities comply with Health and Safety legislation and the site is clean and tidy at the end of each session.
* To competently deliver activities on an individual basis or as a member of a multi disciplinary team including play, recreation, arts, health and other related activities.
* To ensure that all children can be engaged within the opportunities that are created maintaining a positive environment and developing skills and confidence.
* To be responsible for resources and equipment made available to operate activities
* To provide support for the planning of activity programmes and sessional content where appropriate.
* To take part in training that enhances competency and the ability to delivery play, recreation, arts and other relevant activities.

 **GENERAL DUTIES**

**Health and Safety**

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](http://www.bridgenders.net/healthandsafety/Documents/Policies/Corporate%20Health%20and%20Safety%20Policy.pdf)

**Equal Opportunities**

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

**Safeguarding**

Protecting children, young people or adults at risk is a core responsibility of all employees.  Any concerns should be reported to the Adult Safeguarding Team or Children’s IAA Service within MASH.

**Review and Right to Vary**

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

**Criminal Records Check**

This post requires a criminal records check through the Disclosure & Barring Service (DBS)

**Person Specification**

**Children’s Senior Activity Leader**

The following attributes represent the range of skills, abilities and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential

| **Attributes** | **Requirements** | **Essential** | **Method of Evaluation/ Testing** |
| --- | --- | --- | --- |
| **Qualifications, Education & Training** | * A good standard of education, equivalent to CACHE / QCF Level 3 or an ability to demonstrate competence through experience in working with children
 | Yes | Production of original Qualification Certificates and application form. |
|  | * Qualifications in either sport and recreation, arts and creative activities or play
 |  |  |
| **Knowledge & Experience** | * Experience of working in an office environment
 |  | Interview, application form and selection process. |
|  | * Familiarity with administrative processes and systems
 |  |  |
|  | * Experience of supervising staff and children (aged 8 to 13 yrs) in a variety of settings
 | Yes |  |
|  | * Training/work experience/ knowledge of the importance of children’s activities
 | Yes |  |
| **Skills & Personal Qualities** | * Ability to form constructive working relationships with colleagues
 | Yes | Interview, application form, and selection process. |
|  | * Ability to communicate clearly and effectively
 | Yes |  |
|  | * Ability to demonstrate good organisational skills
 | Yes |  |
|  | * Ability to work within a structured environment
 |  |  |
|  | * Professional attitude when dealing with parents/carers/staff
 |  |  |
|  | * Good IT skills
 |  |  |
|  | * Ability to think clearly
 |  |  |
|  | * Ability to work flexibly and proactively
 |  |  |
|  | * The ability to communicate through the medium of welsh
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