

## Role Description Activity Coordinator and Play Worker

Achievement Bute is looking to recruit a motivated and enthusiastic person to join our team to assist with the planning and delivery of fun activities to meet the support needs of our children, young people, and their families.

Direct support of children (1-1, in groups and in activities in the community) is a significant part of this role however we are looking for someone who can also take on responsibility for the coordination of our Volunteers programme as well as planning and leading a range of arts and other activities.

Professional experience in working with children and young people (5-18) is highly desirable, qualifications preferable, proven experience necessary.

**Accountable to:** Care Manager/Director.

**Rate of Pay:** £12.09 In excess of the Scottish Living Wage £13.29 after completion of probationary period.

**Hours:** Minimum of 20 hours per week annualised. Flexible- by mutual agreement but mainly weekends and early evenings during term time and daytimes during school holidays. It is expected that hours will rise during school holiday periods.

**Purpose of Post:** To coordinate and plan activities and to provide direct support for children and young people to enable them to take part in a variety of creative leisure, cultural, sporting and educational activities.

**Location:** Work will take place in the Discovery Centre as well as, depending on the activity, a variety of indoor and outside settings on Bute and may include work in a child's own home. Some trips to the mainland may also take place.

**Probationary Period:** 3 months

**Disclosure:** Enhanced

**This position is regulated work with children under the Protection of Vulnerable Groups (Scotland) Act 2007. The preferred candidate will be required to join the PVG Scheme or undergo a PVG Scheme update check. Where applicable, this post also requires an Overseas Criminal Record Check. A confirmed offer of employment and commencement in the post will be subject to the outcome of both these pre-employment checks being deemed satisfactory.**

### Main Support Tasks:

1. Assisting children and young people with disabilities and additional support needs to play and participate in a range of recreational activities including clubs, arts and sporting activities, both indoors and outdoors, both in groups and one-to-one. This may include supporting children and young people in their own home and at community events or activities.
2. Ensuring the safety of children & young people and a high standard of physical care.
3. Encouraging children and young people in choice-making and risk-taking whilst ensuring appropriate support.

4. Participating in a variety of creative activities and having fun with children and young people.
5. Building a good relationship with individual children or young people being supported.
6. Being familiar with Children's support plans and providing relevant observations of the Child and evaluations of activities.
7. Attending staff meetings, supervision and training sessions as required.
8. Escorting children and young people on foot, in vehicles and/or public transport.

#### **Main Coordination Responsibilities:**

1. Assisting in the planning, organisation and delivery of a range of inclusive, creative, out-of-school projects for children and young people on Bute, liaising with other Achievement Bute staff, freelance instructors; local organisations and other agencies as required.
2. Co-ordinating and supervising young volunteers aged 14+ including recruitment, training and mentoring of young volunteers, and managing the Saltire Awards programme. Driving or escorting children and young people in vehicles and/or public transport.
3. Preparing materials and maintaining the resources and equipment for clubs and events.
4. Ensuring the Discovery Centre space, equipment and facilities are kept clean, tidy and in good order.

### **Person Specification**

**The following must be demonstrable both on your application form and during the selection process:**

#### **Qualities:**

- Friendly, open, enthusiastic and welcoming;
- Creative, resourceful and adaptable;
- Able to communicate well and build trusting relationships with children and young people of all abilities and their families;
- Able to demonstrate a good understanding of children's needs and child development;
- Able to demonstrate an understanding of and/or willingness to learn about the issues that face people with disabilities and extra support needs;
- Able to deal with challenging situations when working directly with children;
- Able to work independently.

#### **Qualifications:**

Qualifications are not initially essential however regular support workers must meet the SSSC requirements for registration and register with the SSSC within 6 months of employment and this includes the requirement to undertake continuous professional learning. For more details about qualifications go to <https://www.sssc.uk.com/registration/>