



Job Description
Group Leader
2010

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Registered Charity: 1056828
Approved November 2009

Function & Accountability

The Group Leader will work with the young people and volunteers on the Project on the organised activities. The post-holder will be accountable to the Project Coordinators, Scheme Officer and Senior Group Leader, and in their absence, to an identified member of the Management Committee.

Hours and rate of pay

This is a sessional post. The hourly rate of pay for the 2010 Project is available on application.

During the duration of the Project in July/August:

- 8.00am to 5.00pm Monday
- 8.30am to 5.00pm Tuesday to Friday
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Outside the Project the Group leader is required to attend all of the following:

- Project planning meeting with the Advisory Committee, Project Coordinators, Scheme Officer and Senior Group Leader
- externally-run one-day first aid course if a current first aid certificate is not held
- two-day training course on the management of challenging behaviour
- half day moving and handling training course
- staff training day (approx. 4 hours) and all volunteer training days
- set-up day
- Project Review Meeting in September

Duties

- to adhere to all relevant published policies and procedures of Whitgift SNAP
- to support and assist in the supervision of volunteers during the scheme ensuring that a ratio of one volunteer to one disabled child/young person is maintained wherever possible
- to maintain the confidentiality of all personal data including, medical information, of children and young people, and volunteers where appropriate
- under supervision of the Scheme Officer and Senior Group Leader, to plan in advance appropriate pairings of volunteers and young people (based on prior knowledge/documentation of both the young person's needs/behaviour and volunteer's level of experience/skills).
- to register volunteers and record issue of ID passes and young people profiles at the start of each day
- to supervise activities during the Project on-site, and supervise day trips off-site, ensuring total awareness and observation of all health and safety policies
- to get out equipment for activity sessions and assist with and supervise tidy-up at the end of each day ensuring all damaged items are taken to the office and reported to the Scheme Officer
- to ensure all activity areas are kept clean during the day
- to ensure loan equipment is used appropriately at all times and that all items are safely stored at the end of each day and identified for return at the end of the Project
- to organise and supervise drink and lunch breaks
- to attend end of day meetings with volunteers, ensuring that all ID passes and young people profiles are returned, and to report the loss of any profiles to the Scheme Officer or Project Coordinators

- to attend end of day staff meeting with the Scheme Officer, Senior Group Leader, Project Coordinators and Management Committee members
- to provide administrative support in maintaining lists, registers and schedules during the scheme and carry out shopping as required
- to ensure records of pairings of volunteers and young people are kept up to date
- to advise the Project Coordinators and Scheme Officer of any issues arising with volunteers or young people and to help resolve these issues
- to advise the Care Coordinator if a young person/volunteer is in need of medical attention and report all accidents/incidents in accordance with procedures
- when going on outings, to advise the Care Coordinator of children/young people participating and to collect all required medication and instructions on their administration
- to report any suspicious findings, eg. signs of suspected abuse to the Child Protection Officer or their authorised deputy, in accordance with the Safeguarding Children and Vulnerable Adult Policies
- to assist in the scheme set-up and dismantling
- such other duties as may be reasonably required to ensure a safe and successful scheme

The above list of duties is not intended to be exclusive and may be amended by mutual agreement at any time, and reallocated as necessary.

Criteria

Qualifications	<p>Current Medic First Aid Certificate *</p> <p>Current certificate for lifting/handling from a recognised training body *</p> <p>Current certificate for the Management of Challenging Behaviour (British Institute of Learning Difficulties accredited training) *</p>
Experience	<p>Work in a paid or unpaid capacity with people with disabilities</p>
Knowledge & skills	<p>Knowledge of physical and learning disabilities</p> <p>Communication and leadership skills</p> <p>Self-motivated and an ability to motivate others</p> <p>Initiative</p> <p>Teamwork skills</p> <p>Administrative skills</p> <p>Skills in any of the following would be helpful but are not essential :</p> <ul style="list-style-type: none"> • art and craft activities • sport/indoor games • drama
Aptitude & disposition	<p>Active promotion of good equal opportunities policy practices</p> <p>Commitment to Whitgift SNAP's health and safety policies including good lifting practice</p> <p>A positive approach to working with disabled children and young people</p> <p>Appreciation of the importance of volunteer contributions</p> <p>Awareness of different cultures and backgrounds</p>

Patience is essential
Energetic

** Appropriate training courses will be offered to the successful applicant if required.*

The successful applicant must have full time availability for the duration of the scheme in July/August and attend all required training.

All paid staff must supply proof of entitlement to work in the UK and require Criminal Records Bureau Enhanced Police Disclosure. All offers of employment are also subject to written references.

All paid staff and volunteers participating in Whitgift SNAP are expected to support and work within the policy and practice guidelines laid down by the Management Committee, including Equal Opportunities and Safeguarding Children.