



Job Description
Scheme Officer
2010

© Whitgift SNAP
Registered Charity: 1056828
Approved November 2009

Function & Accountability

The Scheme Officer will assist the Project Coordinators and Advisory Committee in developing and organising an activity programme for disabled children and young people. They 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 and the Management Committee. They will report to the Project Coordinators and the Chairman, and in their absence, to an identified member of the Management Committee.

Hours and rate of pay

This is a sessional post from 1 April to 31 August or the date of the Project Review Meeting, whichever is later.

The hours are variable during the period of employment but are approximately 70 hours plus Project hours.

During the Project in July/August:

- 8.00am to 5.00pm Monday
- 8.30am to 5.00pm Tuesday to Friday

Daily attendance on the Project is compulsory and non-negotiable.

Outside the Project the Scheme Officer is required to attend all of the following:

- final Project planning meeting with the Advisory Committee, Project Coordinators, Senior Group Leader and Group Leaders
- externally-run one-day first aid course if a current first aid certificate is not held (unpaid)
- two-day training course on the management of challenging behaviour
- half-day moving and handling training course
- staff training day (approx. 5 hours) and all volunteer training days (approx. 6 hours each day)
- set-up day
- Project Review Meeting in September

Duties

- to work with the Project Coordinators and Advisory Committee to prepare and run a three week summer activity scheme
- To organise and oversee the preparation and suitable implementation of Behaviour Management Care Plans, for all young people identified as being at risk of demonstrating challenging behaviour
- to adhere to all published policies and procedures of Whitgift SNAP
- to maintain the confidentiality of all personal data, including medical information, of children and young people, and staff/volunteers where appropriate
- to attend and contribute to Advisory Committee meetings, and provide regular updates to the Advisory Committee as directed by the Project Coordinators and Chairman
- to assist in the recruitment and selection of Project staff and volunteers
- to assist in planning a programme of on-site and off-site activities during the Project to meet the needs of the young people attending, within budget levels set by the Management Committee

- to organise and oversee the preparation of risk assessments for all planned activities and ensure that these are properly documented, and to provide copies for inspection/retention by the health and safety officer of the Whitgift Foundation
- to assist the Management and Advisory Committee Members in the training of staff and volunteers
- to supervise the work of the Senior Group Leader and Group Leaders, and Care staff during the Project
- to supervise the Senior Group Leader and Group Leaders in planning 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 support and assist the Senior Group Leader and Group Leaders in the supervision of volunteers during the Project ensuring that a ratio of one volunteer to one disabled child/young person is maintained wherever possible
- to manage the challenging behaviour of young people, with the support of the Senior Group Leader and Group Leaders where necessary, ensuring that actions taken are in accordance with relevant policies
- to liaise and communicate with parents/carers with regard to concerns about a young person's behaviour
- to liaise with the Project Coordinators with regard to parental complaints, communicating with parents/carers as required
- to ensure that volunteers are allocated appropriate tasks and deal with any issues occurring with volunteers or young people
- to facilitate successful registration of volunteers and young people
- to provide administrative support in maintaining lists, registers and schedules during the Project as required by the Project Coordinators
- to ensure records of pairings of volunteers and young people are kept up to date
- to assist the Project Coordinators in arranging the acquisition of all equipment required on the Project, and ensure that all equipment on loan/hire is safely stored at the end of each day, and is returned in good order at the end of the Project
- to arrange and supervise the Project set-up and dismantling
- to supervise the tidying-up each day during the Project
- to attend end of day meetings with Group Leaders and their volunteers
- to attend end of day staff meeting with the Senior Group Leader, Group Leaders, Management and Advisory Committee Members
- to keep such financial records as required by the Treasurer
- 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
- 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
- such other duties as may be reasonably required to ensure a safe and successful Project

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

Minimum Level 3 NVQ in Child Care

Current Medic First Aid Certificate *

Current certificate for lifting/handling from a recognised training body *

Current certificate for the Management of Challenging Behaviour (British Institute of Learning Difficulties accredited training) *

Experience	Work in a paid or unpaid capacity with disabled children and young people Work in a paid or unpaid capacity with volunteers/paid staff in a supervisory role
Knowledge & skills	Knowledge of physical and learning disabilities Communication and leadership skills Self-motivated and an ability to motivate others Initiative Teamwork skills Administrative skills
Aptitude & disposition	Active promotion of good equal opportunities policy practices Commitment to Whitgift SNAP's health and safety policies including good lifting practice A positive approach to working with disabled children and young people Appreciation of the importance of volunteer contributions Awareness of different cultures and backgrounds 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 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.