



Job Description Group Leader

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 Coordinator, Scheme Officer and Senior Group Leader, and in their absence, to an identified member of the Management Committee.

This job description does not form part of the contract of employment.

Hours and rate of pay

This is a fixed term post. The hourly rate of pay for the 2012 Project is available on application.

Pre Project Training:

- Availability from 9.30am to 4.30pm Monday to Sunday during the week preceding the scheme, for compulsory training, planning and set-up days.

A 30minute break is given for lunch each day.

During the duration of the Project in July/August:

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

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 Coordinator
- to attend end of day staff meeting with the Scheme Officer, Senior Group Leader, Project Coordinator 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 Coordinator 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 child abuse to the Child Protection Officer or their authorised deputy, in accordance with the Safeguarding Children Policy
- 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

Current Medic First Aid Certificate *

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

Responding to challenging behaviour training (specific course to be provided by Whitgift SNAP)

Experience

Work in a paid or unpaid capacity with people with disabilities

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
Skills in any of the following would be helpful but are not essential :

- art and craft activities
- sport/indoor games
- drama

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 Project in July/ August and the preceding compulsory training week, during which all training must be successfully completed.

All staff must hold a valid First Aid Certificate. If a valid certificate is not held, Whitgift SNAP will provide staff with the opportunity to attend a subsidised First Aid course, but will not pay staff for their hours of attendance on the course.

Expenses will be re-imbursed in accordance with the Staff Expenses Policy.

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

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.