



# Job Description Scheme Officer

## Function & Accountability

The Scheme Officer will assist the Project Coordinator 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 Coordinator and the Management Committee. They will report to the Project Coordinator and the Chairperson, 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 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 may include some weekends and evening work. 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 Project in July/August:

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

Post Project:

Project Review Meeting (usually held in September), for which the Scheme Officer may be asked to prepare a written report.

## Duties

- to work with the Project Coordinator and Advisory Committee to prepare and run a two 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 Coordinator and Chairperson
- 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 Coordinator 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 Coordinator

- to ensure records of pairings of volunteers and young people are kept up to date
- to assist the Project Coordinator 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 child abuse to the Child Protection Officer or their authorised deputy, in accordance with the Safeguarding Children Policy
- 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 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 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 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.