



## Community Activity Leader – Children

**WOULD YOU LIKE TO WORK WITH CHILDREN?**

Please have a read through the following information along with the Job Description and Person Specification included below – Think about whether joining our great team is right for you!!

## ABOUT US

Watford Mencap supports over 800 people with learning disabilities and their families in South West Herts. We are affiliated to Royal Mencap but are a self-funding and independent local charity that has provided services and support to local families for the past 70 years.

We currently operate across 11 sites in Hertsmere, Three Rivers and Watford. It's an exciting time of change for the charity, having just bought a new building in central Watford to bring together our charity's head office and community centre along with plans to develop a range of brand-new community activities at the Hub.

We are looking to appoint an Activity Leader to create, organise, and deliver engaging and safe activities for children with a range of needs. The role requires enthusiasm, energy, patience, and strong interpersonal skills.

You will work with the Deputy Managers, planning and leading sessions on a day-to-day basis, supporting staff to manage individual's needs, ensuring their safety, and records are maintained. This role is for 37.5 hours per week, worked over 5 days, reporting into our Community Activities Deputy Manager for Children and will be based at the Community Hub in Watford

The Activity Leader will form part of the team overseeing Children and Adult Community Activities, acting as a positive role model for the team. There will be times when working with adults will be required to ensure there is shared knowledge and that the service is covered at all times. This will include evening and weekend working.

You will be joining an award-winning social care organisation that makes a real difference to people's lives. We are rated Silver in Investors in People due to the robust support and development we offer.

We offer excellent terms and conditions of employment. Full details of this are included in a separate document.

## OUR VALUES

Our values are key to how we do what we do. If you hold share our values we want to hear from you!

We are **INCLUSIVE**. People with learning disabilities are at the heart of everything we do.

We are **RESPECTFUL**. We work in a person centred way, whilst listening to the views of all.

We are **WELCOMING**. We are approachable and value all.

We are **PROGRESSIVE**. We promote learning to support everyone to achieve their potential.

We are **CHALLENGING**. Through our work we will push the boundaries for individuals, organisations and society.

# **Duties and Responsibilities:**

## **Job Description**

### **Community Activity Leader – Children**

**Hours:** **37.5 hours per week**

**Reporting to:** **Community Activities Deputy Manager – Children**

**Reports:** **Support Workers**

#### **Main Purpose of the Job**

- To take responsibility for planning and leading activities for children ensuring quality services are tailored to meet individuals need and promote independence.
- To lead, support and develop the team to deliver these services
- To ensure services comply with financial, contractual and regulatory frameworks, and to provide evidence of outcomes for children and families

#### **Main Duties and Responsibilities**

##### **Delivering our Community Activities for Children**

1. To actively lead, allocating responsibilities and ensuring the safe running of each session. Taking responsibility for opening up and locking up 92a safely, running sessions evenings and weekends.
2. To work flexibly and creatively to ensure activities are planned and delivered and that they are inclusive, person-centred and enjoyable, working with the Activity Leaders to reflect the needs and interests of children and their families.
3. Play an active part in involvement projects, building strong relationships with children, families and external partners, ensuring regular communication and consultation.
4. Establishing positive relationships with individuals, families, professionals and significant others to gain a good understanding of their specific needs and wishes, ensuring they are reflected in the service delivery
5. Maintaining records on the relevant contact management systems; with a positive risk-taking approach focusing on evidencing both outcomes for individuals and a safe and compliant service
6. Identification of risks and ensuring appropriate action is taken to mitigate risk, creating a proactive, honest and achievement driven culture

##### **Leading and Managing the team**

7. Providing day to day leadership during sessions to the team implementing new ways of working

to ensure that all staff are delivering flexible high-quality personalised services and support.

8. Assisting the Deputy Manager to ensure team meetings, supervision, appraisal and induction takes place in a timely manner.
9. Support the Communities Activities Leadership team to ensure that safe staffing levels are always in place
10. Support the leadership team to carry out recruitment, induction, probation, supervision, appraisals and training for all staff ensuring procedures meet safer staffing guidelines.
11. Being a role model for the team as well as the wider community team, building strong bonds across the community teams.
12. To promote effective teamwork and communication, modelling proactive and positive leadership.
13. Act as Staff forum rep , sharing the role with the Adults's Activity Leader, gathering feedback and taking an active part

#### **Financial Stability and Project Resources**

14. To monitor and evidence the use of hours and support provided through accurate records completed in a timely manner.
15. Support the leadership team to provide an efficient service, maximising income generation and collection.
16. Ensure correct usage of areas used in Community Hub, managing repairs, ensuring resources in place, managing cleaning, maintenance etc.
17. To maintain working relationships with businesses, Schools, Local Authorities and other groups to create opportunities for partnership work, collaboration and income generation

#### **Safety and Quality**

18. Manage risk within the service, taking a positive risk approach where possible.
18. To ensure the service meets contractual requirements and continues to comply with any relevant current regulation and legislation as well as compilation of contractual records and monitoring data, completing monthly project audits
19. To follow best practice guidance regarding Safeguarding, Ofsted, Health and Safety and managing risks legislation to promote independence.
20. To report any significant issues, notifiable events, or concerns through line management channels.

#### **General**

25. To preserve and respect the dignity and privacy of people and their families and observe confidentiality at all times.
26. To support anti-discrimination policies and procedures and promote equality of opportunity at all times
27. To be familiar with and work within the organisation and the service's values policies and procedures, maintaining records and reports accordingly.
28. To make full use of the organisations IT systems ensuring confidentiality is maintained at all times.
29. To attend and participate in team meetings, supervisions, appraisals and training as requested and required by your Manager including working across the Operations team
30. To undertake such additional duties appropriate to the post and to support the organisation's wider goals by working flexibly across the organisation from time to time as determined by your manager.

## Community Activities Activity Leader Children - Person specification

Requirement	Essential	Desirable
<b>Education</b>	<ul style="list-style-type: none"> <li>• Evidence of commitment to continuing self development</li> <li>• First Aid qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Qualification deemed suitable and relevant for by Ofsted.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Delivering a range of activities for Children with disabilities.</li> <li>• Engaging with and supporting families</li> <li>• Involving clients in planning, design, and implementation of services</li> <li>• Supporting colleagues</li> <li>• Supporting or working with volunteers</li> <li>• Proven ability to successfully support people, working with and building relationships with people at all levels</li> <li>• Delivering high quality customer service</li> </ul>	<ul style="list-style-type: none"> <li>• Enabling people to access new opportunities</li> <li>• Building and maintaining effective multi agency working relationships</li> <li>• . Supporting people with profound and multiple learning disabilities and high health needs</li> <li>• Using systems, ensuring compliance and quality</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Communicate effectively and sensitively with different people, including good standard of written English. To be able to report and record accurately.</li> <li>• Support children in a creative way that respects choice, dignity, respect and privacy</li> <li>• Form and maintain effective working relationships with individuals being supported, their families, colleagues</li> <li>• Maintain accurate written and financial records and follow policies and procedures</li> <li>• Able to work using own initiative, plan and prioritise workload, and contribute own ideas to support service delivery</li> <li>• Confident in having difficult conversations when required, coaching staff and managing staff conflict using a proactive approach</li> </ul>	<ul style="list-style-type: none"> <li>• Previous use of a contact management system.</li> <li>• Able and interested in using IT to support alternative communication methods</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of the needs and rights of Children with a learning disability and an understanding of the issues which people may face.</li> <li>• Knowledge of the principles of play</li> <li>• Knowledge of legislation affecting Children</li> <li>• Knowledge of Health and safety and Risk management policy and procedure</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of different communication methods</li> <li>• Knowledge of local community</li> </ul>
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>• A positive, calm and pragmatic approach</li> <li>• Happy to do practical day to day tasks and to offer a high standard of customer service</li> <li>• Ability to balance a varied and demanding workload, whilst dealing confidently with people at all levels</li> </ul>	

	<ul style="list-style-type: none"> <li>• Able to motivate and generate enthusiasm</li> <li>• Able to work on own initiative, introducing new solutions and innovative ways of improving working procedures</li> <li>• Able to work flexibly to meet the demands of the job, including evenings and occasional weekends where required</li> <li>• Excellent organisational skills</li> <li>• Able to respect confidentiality and to work in a professional and sensitive manner</li> </ul>	
<b>General</b>	<ul style="list-style-type: none"> <li>• Able to work flexibly to meet the needs of individuals, the service and organisation.</li> <li>• Working a mixture of evenings, school holidays and weekends</li> <li>• Confident to work alone when required</li> <li>• Have a positive outlook</li> </ul>	<ul style="list-style-type: none"> <li>• Fully vaccinated against Covid-19</li> <li>• Commitment to follow covid-safe policies including regular testing.</li> <li>• Car available for work use and insured for business use. Current clean driving licence, able to operate across South West Herts.</li> </ul>

### Our Values

To be successful in this role we expect you to share and live our values:

<b>Value</b>	<b>Behaviour</b>
<b>Inclusive</b>	You ensure that the offices and community hub are accessible to all.
	You work with colleagues to achieve common goals
	You are able to communicate effectively with people with a learning disability, adapting your approach to the needs of the person at the time.
<b>Respectful</b>	You demonstrate through your actions: respect, dignity, diversity, and privacy for people we support.
	You develop and maintain effective working relationships with people we support, their families, colleagues and partner organisations.
	You work flexibly and can adapt to changes in workload as necessary.
	You bring the team and people we support with you.
<b>Welcoming</b>	You can communicate with a range of people with differing abilities.
	Develop and maintain a welcoming atmosphere for the people we support and their families.
	Lead by example, treat others the way you expect to be treated.
<b>Progressive</b>	Keep your knowledge of IT and telephony systems up to date
	Able to record information, access and manipulate data stored in IT systems and share information easily and appropriately.
	Be innovative with ideas and passionate about developing the service.
	Be able to think creatively to develop more effective systems as the needs of the service changes
<b>Challenging</b>	Professionally challenge prejudices that cause barriers for people living with learning disabilities.
	Ensure that suppliers are providing a good service that is good value for money.