

JOB DESCRIPTION

Job Title:	Childrens Disability Delivery Coordinator / Senior Coordinator – Epsom
Salary:	Salary: Coordinator £26,000 - £29,000 dependent on qualifications and experience / Senior £29,120 - £33,280 dependent on relevant Level 3 professional qualification and a minimum 2 year’s relevant delivery experience.
Hours of work:	35 hours per week including one evening per week. Term time hours: Wednesday – Sunday 09:00 – 17:00 or Tuesday – Saturday 09:00 – 17:00 School holidays hours: Monday – Friday 09:00 – 17:00
Annual Leave:	Starting allowance - 25 days plus Bank Holidays NB: School holidays are key delivery periods and annual leave is not usually agreed during these periods.
Place of work:	Based at YMCA Sovereign Centre, Slipshatch Road, Reigate, RH2 8HA. Managing Short Breaks Schemes located in Epsom.
Responsible to:	Disability Services Manager
Responsible for:	Disability Leaders, Disability Seniors, Sessional Workers and Volunteers
Job Purpose:	To coordinate and deliver an exciting range of Short Breaks activity clubs for children and young people aged 5 - 17 with additional needs and disabilities at weekends and school holidays.
Background to role:	YMCA East Surrey is commissioned by Surrey County Council and West Sussex County Council to deliver a range of inclusive activities for children and young people including weekend and holiday play and youth clubs, after school clubs and special one-off activities. Valuing difference, diversity, and inclusive practice lies at the heart of YMCA East Surrey’s vision and mission.
Main Responsibilities:	<ul style="list-style-type: none"> ▶ Plan and deliver a structured programme of enjoyable, recreational, high-quality activities to meet the needs of children and young people with additional needs and disabilities who attend Short Breaks clubs ▶ Lead and line manage a team of workers and volunteers, and to assist in the recruitment and training of the Disability sessional team ▶ To coordinate and take responsibility for the planning, allocation of places, and staffing to ensure safe delivery of Short Breaks clubs ▶ Have responsibility for processing of new referrals, initial assessments and individual care plans and any associated risk assessments ▶ To develop strategies and behavioural support plans for young people attending activities and access YMCA Disability Services

	<ul style="list-style-type: none"> ▶ To be aware of Ofsted requirements and ensure Short Breaks clubs for children are compliant, with ongoing monitoring ▶ Administer medication for children and young people with health needs and undergo relevant training and transfer this knowledge onto the staff team ▶ Work closely with individual children and young people and their families to identify a range of social, recreational and leisure activities to meet the needs of young people and children ▶ Ensure that all young people are made to feel valued and enabled to develop and improve self-esteem, life skills, self-confidence and positive experiences ▶ To gain young people’s feedback and capture their voice in shaping and evaluating future club sessions ▶ Work as part of the delivery team, initiate programmed activities, alongside additional opportunities ▶ To be responsible for the Health and Safety of children, young people and staff, above all, ensuring that Safeguarding Children and Safeguarding Adults at Risk policies are adhered to ▶ Provide information, guidance and advice for parent/carers about local services for young people and families ▶ Attend and participate in relevant internal/external meetings and forums related to the CYP services activities ▶ To provide operational Coordinator cover for other Disability Services or locations as required ▶ To undertake the role of Duty Officer at the Sovereign Centre, at times to be agreed with Disability Services Manager ▶ Undertake any other duties and responsibilities reasonably requested by the Disability Services Manager
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PERSON SPECIFICATION:

		Essential	Desirable	How measured (application, assessment, interview)
Qualifications, Education & Training:				
	Minimum Level 3 professional qualification in Childcare, Disability, Health or Social Care or Education (or equivalent)	X		Application and certificates
	Commitment to complete a level 3 qualification relevant to children or health and social care	X		Application, interview

	Positive behaviour support qualification		X	Application and certificates
	Relevant training regarding working with children and young people with SEND (e.g., First Aid, moving and handling, challenging behaviour, administering medication, etc.).		x	Application and certificates
Experience				
	Senior Coordinator - Minimum of two years' experience of working with children and young people with additional needs in a play, educational or social care setting.	X		Application, interview
	Minimum of one years' experience of working with children and young people with additional needs in a play, educational or social care setting.	X		Application, interview
	Experience of dealing positively with young people with complex health needs and challenging behaviour.	X		Application, interview
	Senior Coordinator Experience of leading and managing a team of part-time staff or volunteers.	X		Application, interview
	Experience of managing services, staff, young people with disabilities in a play, educational or social care setting.		x	Application, interview, assessment
	Experience of handling and administering medications.		x	Application, interview
	Experience of developing and implementing positive behaviour support plans		x	Application, interview
Abilities, skills, and attitude				
	Strong written and verbal communication skills.	X		Application, interview
	Ability to work independently and as part of a team.	X		Application, interview
	Demonstrate a positive attitude and lead by example.	X		Application, interview
	Ability to monitor and maintain safe working practices	X		Application, interview
	Commitment to the YMCA's Aims and Purposes.	X		Application, interview
Other requirements				
	Understanding and commitment to equal opportunities, diversity and inclusion.	x		Application, interview
	Be able to remain calm in a crisis and handle difficult situations.	X		Application, interview
	Willingness to work flexible hours.	X		Application, interview
	Strong written and verbal communication skills.	X		Application, interview

	Ability to work independently and as part of a team.	x		Application, interview
	Demonstrate a positive attitude and lead by example.	x		Application, interview
	Ability to monitor and maintain safe working practices.	x		Application, interview
	Commitment to the YMCA's Aims and Purposes.	x		Application, interview
	Understanding and commitment to equal opportunities, diversity and inclusion.	x		Application, interview
	Satisfactory Enhanced DBS with barred lists disclosure	x		DBS Check
	Car driver		X	Application, interview