

Job Description

JOB TITLE

Children, Young People and Families Officer

Reports To: Head of Service Delivery

Budget Responsibilities: Responsible for project budget

Purpose of the job

To deliver activities that help visually impaired children, young people and their immediate families access experiences, information and guidance that support development, independence and preparation for adulthood.

Description of the job activities

Key areas of responsibility:

- Support service users aged from birth to 18 and their immediate family members
- Keep service users and their families up to date regarding benefits, services, information and advice relating to visual impairment
- Plan and deliver a comprehensive timetable of educational, leisure and social outings and activities ensuring most have tactile/sensory experiences including transportation where available.
- Plan and run residential for under 18's
- Work in partnership with external partners and stakeholders to enhance the provision of activities to our service users
- Deliver the programme within budget, providing value for money, in line with the charity's finance procedures
- Produce reports demonstrating the programme's impact on beneficiaries
- Develop relationships with schools, colleges and other organisations supporting VI children and young people

Activities and tasks

Activities programme

- Plan and deliver a range of social, educational and outings each year to include sensory/tactile experiences, ensuring there is something appropriate for each age range and that activities support children's development, independence and prepare them for adulthood.
- Plan and run a minimum of one residential each year.
- Develop and source new sports, activities and events for partially sighted service users and their families.
- Create, implement and review event and activity risk assessments.
- Plan transport for activities and events including route planning in the most cost-effective way that meets service users' needs, booking drivers, and calculating and notifying members of approximate pick-up times when required.
- Supervise support staff (including Activity Assistant and Drivers) and volunteers.
- Drive participation in events from Berkshire Vision service users who may not normally take part to build an inclusive culture.

- Ensure that activities are fully recorded, with respect to location, costs, members attending and outcomes within a quality assurance framework.

Collaborative Working

- Work in partnership with external partners and stakeholders to enhance the provision of activities to our service users and their families.
- Work with the marketing team to create and update marketing materials and regular communications relating to the service.
- Aid the referral team to process new child member applications and service users transitioning into adulthood.
- Assist with the preparation of management information and grant funding reports, required by the charity on a regular and/or ad-hoc basis.
- Where necessary, carry out home visits to families, with support from Sight Loss Support Officers, where appropriate.
- Assist with ad-hoc projects such as charity events, including organising and attending.

General

- Keep service users and their families up to date regarding benefits, services, information and advice relating to visual impairment.
- Follow safeguarding policies and procedures for both children and adults, including the identification and reporting of safeguarding concerns.
- Attend external meetings regarding health, education and housing to support children and their families, as necessary.
- Produce and give presentations as required to local government agencies, schools, youth groups and potential funders.
- To take on other duties commensurate with this post as directed by the Charity.

Other

- Be responsible for own continuing professional development, keeping up to date with best practice, policies and procedures.
- Deal with all issues in a professional manner keeping confidences where appropriate and always being mindful of data protection implications.
- Always be an effective representative for the charity and act in a professional manner conducive to promoting a positive image of Berkshire Vision.

Working Environment

- Work under office conditions with extensive use of a display screen.
- Sporting and social events both organised by Berkshire Vision as well as external events provided by other organisations
- Work regular evenings and weekends, as required (time off in lieu will be given)
- Drive over 5,000 business miles annually, travelling across Berkshire delivering activities, including providing transport for service users with occasional out of area working.
- Occasional overnight stays such as on residentials

Internal and external relationships

- Frequent liaison with service users, suppliers, colleagues and volunteers.
- Collaborates with others in the department/organisation on a regular basis.

The above is a general description of the work to be carried out and not an exhaustive list. The role holder is also required to perform all reasonably assigned duties.

Person Specification	Essential	Desired
Qualifications	<ul style="list-style-type: none"> • Educated to GCSE in English grade C or above, or equivalent. 	<ul style="list-style-type: none"> • Universal safeguarding children training certificate • Relevant professional qualification
Experience & Knowledge	<ul style="list-style-type: none"> • Experience of working with people with disabilities • Experience of working directly with children and young people • Experience of arranging and evaluating events and activities for children and young people • Experience of working in partnership with families and guardians • Experience of working in partnership with professionals • Experience of working to a budget • Experience of meeting KPI's • Experience of providing safe and meaningful services to children and young people 	<ul style="list-style-type: none"> • Experience of the charity sector • Experience in the visual impairment field • Experience of supervising volunteers • Knowledge of disability government benefits and issues (e.g. schooling/ECHP, benefits etc.) • Knowledge of child development frameworks
Skills & Abilities	<ul style="list-style-type: none"> • Excellent written and verbal communications skills • Able to organise workload to ensure work is completed in an effective and efficient manner • Ability to converse with others from different backgrounds/ethnicities • Competent in Microsoft Office (Word, Excel, etc) • Ability to multi-task • Ability to work under pressure • Ability to support children and young people with disabilities • Able to manage a budget • Ability to work in line with safeguarding children and safeguarding adults legislation, and recognise and report safeguarding concerns in line with Berkshire's safeguarding policies and procedures 	<ul style="list-style-type: none"> • Able to develop operational plans



Personal Qualities	<ul style="list-style-type: none">• Empathetic• Excellent attention to detail• Strong communication skills• Approachable• Strong customer focus• Self-motivated• Good team player• Integrity and sensitivity to disability issues• Able to liaise with 3rd parties• Ability to work autonomously• Ability to work well under pressure• Time management• A positive outlook with ability to motivate others• A passion for supporting and enhancing the lives of visually impaired people	
Other	<ul style="list-style-type: none">• Full driving license with regular access to a car (business-use insurance required) or eligibility for Access to Work for travel• Flexible approach to working hours• Ability to successfully pass a DBS check at enhanced level	<ul style="list-style-type: none">• Holds a D1 license• Competent driver of 9-seater people carrier