**YMCA DERBYSHIRE**

**JOB DESCRIPTION**

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| **Department** | **Training and Education (Y-Kidz)** |

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| **Job Title:**  | **Holiday Activity Assistant – Summer Holiday Provision** |

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| **Salary:** | **£9.90- 20 hours per week**  |

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| **Hours:** | **Sessional post 1st August – 26th August**  |

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| **Section A:** | **Objectives of the post** |

* To work closely with individual schools, school clusters, external agencies, children & parents and members of the public to develop and deliver appropriate programmes in line with the schools requirements.
* To be part of a team that develops high quality activities for targeted groups of children in Derby and Derbyshire.
* To respect and uphold the aims and values of the YMCA

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| **Section B:** | **Background Information for the Post** |

This post is to support the development and delivery of the Y-Kidz holiday Activity and Food scheme working with children aged 5-11 years old. The commitment will be for 4 hours per day for 5 days, from 1st – 26th August 2022. On each day the provision will include 1 hour of physical activity, activities linked to food and nutrition as well as a range of other exciting and engaging activities.,

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| **Section C:** | **Reporting To:**  |

Holiday Activity site coordinator

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| **Section D:** | **Responsible For:** |

N/A

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| **Section E:** | **Duties & Responsibilities** |

1. To work closely with individual schools, children & parents, members of the public and team members to develop and deliver appropriate programmes; this will include:-
* To provide enjoyable, safe, and engaging summer holiday activities in line with the requirements of the Holiday activities and food programme.
* To create a stimulating and safe learning environment ensuringservices/activities for children and young people are age appropriate, inclusive and varied.
* To provide high quality lunch time supervision engaging all children in activities linked to healthy eating and nutrition.
* To deliver range of sports and activities for at least 1 hour per day as part of planned activities.
* To safely and hygienically prepare and distribute food and drink to cater for all dietary needs and requirements.
* To plan, prepare and deliver various activities for groups.
* To develop community relations between YMCA Derbyshire and the community that it serves, liaising closely with parents.
* To carry out monitoring and evaluation of activities and services as required to meet programme requirements.
* To use a variety of strategies to ensure all children are included in activities including those with special educational needs and high achievers.
* To aid in distribution and clean up process for lunches and snacks, ensuring all food safety regulations are met.
* To employ a wide range of effective behaviour management strategies.
* To encourage children in developing self-esteem and respect for others.
* To be part of a team in developing high quality activities, additional to core service delivery, for targeted groups of children in Derby and Derbyshire
* To work alongside YMCA Derbyshire staff to actively market current and new provision to enable maximum income and attendance.
* To attend staff meetings and training as required.
* To undertake administration duties and liaise with other staff as appropriate.
* The post holder may be required to undertake other duties as reasonably required, commensurate with the level of position and to meet the needs of the organisation.

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| **Section F:** | **Functional Links**  |

To develop good working relationships within the YMCA, across all departments and centres

It is also essential to establish and maintain appropriate working links with all professional colleagues and organisations in the field. This will include:-

* Head of Training and Education
* Y-Kidz Manager
* Y-Kidz team members
* Schools
* Children & parents/carers
* Members of the public

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| **Section F:** | **Other relevant matters****This section should be used to record any other important points about the job.** |

This post requires flexibility in working times and at times and may require staff to be deployed to different sites depending on daily attendance numbers across our 4 summer activity centers.

The ability to engage with the client group is essential and you will be expected to present as a positive role model

Commitment to taking responsibility for own professional learning and development and a willingness to work towards relevant qualifications if you do not already hold them.

An Enhanced DBS check is required for this post

Employees of YMCA Derbyshire will be required to work within the remit of all organisational policies and procedures and any relevant legislation.

**YMCA DERBYSHIRE**

**CORE COMPETENCIES**

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| **Job Title:** | **Holiday Activity Assistant** |

YMCA Derbyshire has a **Competency Framework** which identifies the core behaviours the organisation wishes to develop and engender as part of the culture. The Competencies relevant to this role and the level of competence required are highlighted below. Essential competency requirements for this role are highlighted in the person specification and all applicants will be expected to evidence how they meet these through their application and supporting statement.

**Customer Focus** is about consulting with, listening to and understanding the needs of those our work impacts and using this knowledge to shape what we do and manage others’ expectations

Level 2 indicators of effective performance

* Seeks to understand customer requirements, gathering extra information when needs are not clear.
* Understands the differing needs of customers and makes adaptations accordingly
* Checks customer is satisfied with service through feedback
* Produces and implements ideas for improving service to customers

**Team-working** is about using interpersonal skills to work co-operatively and enthusiastically with others in own team and with a diverse range of people (internal/external) to share knowledge and skills to deliver shared goals.

Level 2 indicators of effective performance

* Develops positive relationship with others
* Understands what others need to know and keeps them informed
* Fosters an environment where others feel respected
* Identifies opportunities for joint working to minimise duplication
* Encourages and supports other colleagues

**Communicating and Influencing** is about presenting information and ideas clearly and effectively to a diverse range of people ensuring the message is understood and negotiating and persuading to achieve the best possible outcome.

Level 2 indicators of effective performance

* Communicates openly and inclusively with internal and external customers
* Clearly articulates messages taking into consideration the target audience, adapting style and communication method accordingly
* Presents a credible and positive image both internally and externally
* Aware of impact of own behaviour and communication style on others

**Planning & Organising** is about thinking ahead, managing priorities and risk, and developing structured and efficient approaches to deliver work on time and to a high standard

Level 2 indicators of effective performance

* Prioritises work in line with key departmental objectives
* Makes contingency plans to account for changing work priorities and deadlines
* Identifies and consults with relevant team members and stakeholders in planning work
* Pays close attention to detail, ensuring team’s work is delivered to a high standard
* Negotiates realistic timescales for work delivery, ensuring team objectives can be met

**Managing & Developing Performance** is about setting high standards for oneself and others, guiding, motivating and developing them to achieve high performance and meet the organisations’ objectives and statutory obligations

Level 1 indicators of effective performance

* Keeps up to date with new processes and information in own role
* Takes a methodical and consistent approach to completing work in line with personal objectives
* Seeks clarity on objectives, ensuring a good understanding of expectations & measures of success
* Demonstrates high standards of delivery in own area of work

**Decision Making** is about forming sound, evidence based judgements, making choices, assessing risks to delivery and taking accountability for results

Level 1 indicators of effective performance

* Takes personal responsibility for own decisions
* Identifies and uses relevant information to make decisions
* Makes straightforward decisions to progress own work
* Understands which decisions are within own area of responsibility and which to pass to others
* Asks others for input, recognising the benefit of more than one perspective

**Responding to Pressure and Change** is aboutbeing flexible and adapting positively, to sustain performance when the situation changes, workload increases and priorities shift.

Level 1 indicators of effective performance

* Responds flexibly to changing circumstances
* Stays calm in pressurised and demanding situations
* Recognises when unable to cope and asks others to help
* Demonstrates openness to changing work priorities and deadlines
* Learns from mistakes
* Maintains personal well-being and achieves a balance between work and home life

**Strategic Thinking** is about using an understanding of the bigger picture to uncover potential challenges and opportunities for the long term and turning these into a compelling vision for action

Level 1 indicators of effective performance

* Understands the structure and statutory responsibilities of the organisation
* Understands how own and team’s work contributes to the delivery of the organisation’s objectives
* Shows consideration for wider organisational implications of personal work
* Understands what specific actions need to be taken to contribute to organisational objectives
* Uses understanding of different parts of the organisation to accomplish goals and objectives

**YMCA DERBYSHIRE**

**PERSON SPECIFICATION**

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| **Job Title:** | **Holiday Activity Assistant** |

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| **TECHNICAL REQUIREMENTS (includes experience and qualifications)** | **Essential/****Desirable** |
| A professional sports coaching/teaching qualification and/or significant experience relevant to working with young people. | D |
| Practical experience and knowledge of teaching/coaching in specialist areas i.e. PE, Sport | D |
| Experience of working in a classroom or activity club environment with different age groups on a range of topics and subjects | D |
| First Aid Qualification | D |
| Hold a full UK driving license and have use of a car | E |
| Knowledge of relevant legislation including Health and Safety, Safeguarding and PREVENT | E |
| Knowledge of how to prepare and distribute food safely meeting all food safety and hygiene regulations.  | D |
| **Customer Focus**  |  |
| Experience of working with children and young people in a variety of contexts | E |
| Practical experience of working with Primary school aged children | E |
| Ability to relate to all ages | E |
| **Team-working** |  |
| Ability to work as part of a team, but also on own initiative and at times unsupervised. | E |
| Experience of partnership working | E |
| **Communicating & Influencing**  |  |
| Ability to communicate with a diverse range of people | E |
| Strong interpersonal and group skills  | E |
| Good written and oral communication skills at all levels  | E |
| **Planning & Organising**  |  |
| Good organisational skills and ability to prioritise workloads | E |
| Experience of following lesson plans and schemes of work | E |
| Proven ability and experience in developing creative and innovative training/learning resources | E |
| **Managing & Developing Performance**  |  |
| Ability to empower and encourage participation of children and young people | E |
| Experience of engendering peer support for young people | E |
| Ability to demonstrate child management skills  | E |
| **Decision Making**  |  |
| Ability to demonstrate leadership and assertiveness | E |
| Clear understanding of the issues concerning confidentiality and Data Protection | E |
| **Responding to Pressure & Change**  |  |
| Ability to work flexibly to meet the needs of the department and organisation | E |
| Ability to work under pressure and meet deadlines | E |
| **Strategic Thinking**  |  |
| Understands the structure and statutory responsibilities of the organisation | D |

**YMCA DERBYSHIRE**

**TERMS AND CONDITIONS**

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| **Job Title:** | **Holiday Activity Assistant** |

1. **Salary**

£9.90

**2. Hours of work**

Sessional

**3. Leave entitlement**

 Sessional

**4. Sick pay provision**

2 weeks (pro-rata) in a rolling 12 month period; following a 3 month qualifying period

1. **Pension entitlement**

Auto enrolment to Peoples Pension

1. **Period of termination notice**

One week during 6 month probation period thereafter one month

1. **Conditions of appointment**

The appointment is subject to YMCA Derbyshire receiving two satisfactory

references, an Enhanced DBS check and a six month probationary period.

At YMCA Derbyshire we aim to transform the lives of the people we work with for the better. We are looking for brilliant people who will ensure that safeguarding the people we work with is a priority.