

### ***JOB DESCRIPTION***

<b>Job Title:</b>	Children's Senior Disability Coordinator – Reigate
<b>Salary:</b>	Salary: £29,274 - £34,278 dependent on relevant professional qualification, minimum of Level 3 and with 2 year's relevant delivery experience
<b>Hours of work:</b>	35 hours per week Term time hours: Tuesday/Wednesday – Saturday/Sunday 09:00 – 17:00 on a rota basis with one weekend day each week (max 35 weeks) School holidays hours: Monday – Friday 09:00 – 17:00 (min 17 weeks) With flexibility to meet service requirements
<b>Annual Leave:</b>	Starting allowance - 25 days plus Bank Holidays NB: School holidays are key delivery periods and maximum of 1 week may be agreed during Summer period.
<b>Place of work:</b>	Based at The Sovereign Centre, Slipshatch Road, Reigate RH2 8HA. Occasional operational need to lead sessions in other areas, Epsom, Leatherhead or West Sussex.
<b>Responsible to:</b>	Disability Team Manager, Disability Services Manager.
<b>Responsible for:</b>	Disability Leaders, Disability Seniors, Sessional Workers and Volunteers
<b>Job Purpose:</b>	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.
<b>Background to role:</b>	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. This exciting and rewarding role will require a passion for working with SEND as well as excellent coordination skills to manage the delivery of high quality, stimulating, safe services to meet the individual needs of CYP with SEND.
<b>Main Responsibilities:</b>	<ul style="list-style-type: none"> <li>▶ 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.</li> <li>▶ To coordinate and take responsibility for the planning, allocation of places, and sufficient staffing to ensure safe delivery of Short Breaks clubs.</li> <li>▶ To assist in the recruitment, training and ongoing development of the Disability staff team.</li> <li>▶ Leadership and Line Management of a team of Play/Youth Workers and volunteers.</li> <li>▶ Have responsibility for processing new referrals, initial assessments, individual care plans and any associated risk assessments or specialist plans to ensure we meet individual needs.</li> <li>▶ To be the lead practitioner providing the staff team with advice, coaching and on-site management of club structure.</li> <li>▶ To develop strategies and behavioural support plans for young people attending activities and access YMCA Disability Services.</li> <li>▶ To be aware of Ofsted requirements and ensure Short Breaks clubs for children are compliant, with ongoing monitoring.</li> <li>▶ Maintain and monitor agreed attendance levels and activity budget.</li> <li>▶ To promote clubs and share stories via social media. Manage cohort numbers and waiting lists efficiently.</li> </ul>

	<ul style="list-style-type: none"> <li>▶ Lead in Administering medication, PEG feeds and undertaking movement and handling for children and young people with complex health needs. Undergo relevant training and transfer this knowledge onto the staff team.</li> <li>▶ 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.</li> <li>▶ 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</li> <li>▶ To gain young people's feedback, capturing their voice in shaping and evaluating future club sessions.</li> <li>▶ Work closely as part of the delivery team, initiate programmed activities, alongside additional opportunities locally.</li> <li>▶ 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.</li> <li>▶ Managing the venue, ensuring all risk assessments are completed in line with our policies to ensure the environment is safe, secure and suitable for staff, CYP and our service delivery.</li> <li>▶ Provide information, guidance and advice for parent/carers about local services for young people and families.</li> <li>▶ Attend and participate in relevant internal/external meetings and forums related to the CYP services activities.</li> <li>▶ To provide operational Coordinator or Leader cover for other Disability Services or locations as required.</li> <li>▶ Design and deliver training sessions to CYP staff.</li> <li>▶ To undertake the role of Duty Officer at the Sovereign Centre, at times to be agreed with Disability Services Manager.</li> <li>▶ Undertake any other duties and responsibilities reasonably requested by the Disability Services Manager.</li> </ul>
--	--

## PERSON SPECIFICATION:

		Essential	Desirable	How measured (application, assessment, interview)
<b>Qualifications, Education &amp; Training:</b>				
	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
	At least 2 years' experience of working within the disability service delivery field	X		
	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		X	Application and certificates

	handling, challenging behaviour, administering medication, etc.).			
<b>Experience</b>				
	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
	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
<b>Abilities, skills, and attitude</b>				
	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
<b>Other requirements</b>				
	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