

SNAAP (Special Needs Advisory & Activities Project)

Leisure Events Coordinator – 20 hours a week

The successful postholder must be available to work regular weekly office hours throughout the year including school holidays and the occasional weekend (hours and days can be flexible but will be agreed by the Manager), and Stay & Play on Wednesdays 3.30pm-6.30pm (term-time only).

Purpose of the Job:

- To organise, manage and co-ordinate activities for disabled children aged 0-25years during all school holidays including researching suitable activities, liaising with service providers and risk assessing every event.
- To help run our weekly after school club, Stay & Play, including managing the toy lending library.
- To ensure that the views of children, their parents and members of the community are sought and included in the development of SNAAP's services.
- To provide support to fundraising initiatives being organised by SNAAP and our supporters

Line Managed by: Manager

Responsible to: SNAAP's Board of Directors

Salary: £11,367 p.a. (£22,314 pro rata) + contributory pension and annual leave

Due to the regular contact with children and young people, this post is subject to an enhanced Disclosure and Barring Service (DBS) check.

Main duties and responsibilities:

- To be familiar with and understand the specific needs of families using SNAAP's services and carry out regular consultations to ensure planned activities meet their needs
- Identify, plan and deliver fun school holiday activities for disabled children and their families through effective and efficient planning ensuring they are fully inclusive to meet the needs of a wide range of disabilities
- Carry out risk assessments for all activities ensuring they are safe and that potential risk is eliminated or significantly reduced
- To ensure families are supported during days out by providing assistance and signposting to other relevant services, ensuring SNAAP is providing an holistic approach
- Design and print all literature relating to SNAAP's programmes of activities and co-ordinate bulk mail outs to families via post and e-mail.
- Maintain confidentiality and use appropriate channels to resolve and report significant problems/issues and safeguarding concerns
- To complete written evaluation forms at the end of each activity and use this information to develop and improve service delivery and to report progress to the Board

- To represent and promote SNAAP in the community including attending multi-agency meetings and community visits
- To direct, manage and supervise staff and volunteers ensuring they follow SNAAP's policies and procedures, are attentive to the children and young people and behave professionally at all times
- To provide support, leading where appropriate, fundraising initiatives including collecting donations and giving thank you speeches as well as seeking opportunities

Person Specification:

1. Demonstrable experience of organising fun events and activities successfully, including the ability to negotiate with service providers and venues and effectively mobilise and manage staff and volunteers who are supporting the activities.
2. Previous work with disabled children and young people including being sensitive to and understanding their needs
3. A good understanding of matters relating to safeguarding of children in terms of their health, safety, welfare and mental wellbeing
4. Good organisation and time management skills including the ability to prioritise and manage own workload and meet deadlines.
5. Good writing skills to be able to prepare clear and concise monitoring reports and feedback.
6. Excellent oral communication skills including the ability to build relationships and communicate effectively with children, young people, their parents and carers and be considerate of their views
7. Ability to travel throughout the locality (use of own vehicle) and carry equipment
8. Able to work during all school holidays and be flexible with occasional unsociable hours (after school, evenings and weekends).
9. Proven reliability, punctuality, patience and remaining calm under pressure
10. Be prepared to work flexibly across professional and operational boundaries, including as a member of a team
11. Commitment to the aims and work of SNAAP, including an understanding of, and willingness to, adhere to SNAAP's policies and procedures

For an application form visit our website www.snaap.org.uk

Closing Date: 8th March 2018

Interview will be held on: 20th March 2018