

SNAAP (Special Needs Advisory & Activities Project)

Play Support Leader – 30hrs a week (weekdays and some Saturdays)

The post holder will deliver activities to disabled children and young people across East Kent at sites in Folkestone, Sittingbourne, Canterbury, Whitstable and Herne Bay working throughout the year

Purpose of the Job:

- To run the following clubs which are on alternate weeks and term-time only: Zone Out (Tuesday 4.30pm-7.30pm), Inclusive Us (Thursday 6pm-9pm), Sports Club (Friday 3pm-6.30pm)
- To run two specialist schemes, one in Hawkinge, near Folkestone and one in Sittingbourne, each for one Saturday a month (9am to 6pm)
- During school holidays to run other schemes – such as Buzz and Chill and specialist play schemes
- Work in the SNAAP office preparing for clubs and schemes and monitoring their performance (hours are flexible and will be agreed with the Manager)
- To carry out home visits to produce assessments and care plans for each child referred to the specialist schemes
- To recruit, train and manage volunteers to support children and young people attending SNAAP's activities

Line Managed by: Manager

Responsible to: SNAAP's Board of Directors

Salary: £17,051 p.a. (£21,314 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

Office Duties

- To book the venues for all clubs and schemes including Shepway, Canterbury and Swale specialist clubs, Buzz, Chill, Sports, Zone Out and Inclusive Us
- To ensure all scheme and club boxes are replenished with required forms, including registers, and that other Play Support Leads receive their completed box in a timely manner
- To carry out home visits and make assessments of needs for children referred to specialist schemes, using a care plan form ensuring this is processed through the correct procedure
- To prepare sessions for all SNAAP clubs including arrangements for a variety of fun activities ensuring all is accessible
- To complete monitoring for all KCC funded clubs by the deadlines, and securing feedback and supporting information from families and other Play Support Leads
- To be responsible for ensuring any issues on end of session forms are resolved, including purchasing or producing items requested

- To recruit, manage and supervise volunteers ensuring they understand and follow SNAAP's policies and procedures, are attentive to the children and young people and behave professionally at all times.
- Attend meetings as required, including supporting parents/carers, representing SNAAP at networking opportunities, and to coordinate meetings when needed to support a family.
- To work closely with colleagues by promoting leisure activities provided by SNAAP and participating in relevant events
- Carry out general administration in the office, including answering the telephone and scheduling Facebook posts for Sports Club, Zone Out and Inclusive Us
- Build and maintain good working relationships with professional staff e.g. social workers who work with disabled children in the district, including encouraging them to make referrals to SNAAP

Club Duties

- To manage and run Sports Club, Zone Out and Inclusive Us, ensuring we are working closely with partnership organisations
- Be welcoming and supportive to parents and carers including ensuring parents/carers are given feedback about their child's day
- To attend to individual children's care needs which may include administering medication, lifting and personal care
- To be responsible for taking charge of a group of children and staff, ensuring that all children are supervised at all times guaranteeing their safety and wellbeing
- To ensure the full participation of **all** children in each activity, particularly with a view to enhancing their life experiences and wherever possible improving individual skills e.g. speech, socialisation
- Maintain confidentiality and use appropriate channels to resolve and report significant problems/issues and safeguarding concerns
- Participate in training, induction and development activities and programmes, and attend meetings as required
- To represent professionally and positively promote SNAAP and all its services

Person Specification:

1. Demonstrable experience of successful work with disabled children and young people including ability to understand, respect and value their views
2. A good understanding of matters relating to safeguarding of children in terms of their health, safety, welfare and mental wellbeing
3. Be proactive, creative and possess skills that have delivered positive outcomes for children and young people through planning and implementing fun, exciting, imaginative and accessible activities
4. Have an outgoing personality, excellent oral communication skills and an ability to enjoy working with, and relating to, young people in a variety of ways
5. Demonstrable leadership skills including experience of offering practical support and guidance to other team members in a respectful, positive and encouraging manner, and have the ability to gain respect from staff and volunteers

6. Good organisational and written communication skills with the ability to keep accurate records and compile and write clear and concise progress reports to funders
7. Be prepared to work flexibly across professional and operational boundaries, working alone and as a member of a team
8. Ability to travel throughout the locality (use of own vehicle) and carry equipment
9. Proven reliability, punctuality, patience and staying calm under pressure
10. 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