

SNAAP (Special Needs Advisory & Activities Project)

Senior Play Support Lead

SNAAP is a charity based in Herne Bay which provides a wide range of services to disabled children and their parents/carers. We are a small friendly team who help make a real difference to people's lives and looking for an individual who has the ability, skills and passion to join us.

Responsible for: Planning and delivering activities for disabled children and young people aged 8-25 with disabilities ranging from less complex to profound and complex needs. You will also be responsible for supervising Play Support Workers.

Salary: £13.50 per hour (£25,974 per annum)

Hours: 37 hours a week
Term time: Office hours can be agreed with the successful candidate but must include some evenings and weekends to cover clubs (every other Tuesday 4.30- 7.30pm, Wednesdays 9am-6.30pm, every other Friday 3-6pm plus three Saturdays a month 9am-6pm)
School holidays hours are approx. 9-4pm Mon-Fri

Locations: Herne Bay for SNAAP-EY's, Stay & Play, WASPs, and Buzz Club
Whitstable: Zone Out and Chill Zone
(Details of all clubs can be found on our website)
Sittingbourne and Folkestone: Saturday Clubs and Holiday Playschemes

Benefits: Excellent free training and development opportunities
Paid Disclosure and Barring Service check (DBS)
Travel expenses for out of district travel
Holiday entitlement: 28 days plus bank holidays
Pension (SNAAP's NEST scheme): employer contributes 3%, employee contributes 5%

Job Description - The main purposes of the role are to:

1. Be familiar with and understand the specific care needs of the individual children attending the activity, associated risk assessments and allocation of key workers to children
2. Plan all clubs and schemes including booking venues, managing the staff rota using our management software, and preparing activities
3. 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
4. Carry out home visits for all children referred to specialist schemes, help complete care plans and assess their requirements
5. Attend to individual children's care needs which may include administering medication, lifting and personal care
6. Take charge of a group of children and staff - it is a fundamental requirement to ensure the children are properly supervised at all times ensuring their safety and wellbeing
7. Ensure full participation of all children in each activity, particularly with a view to enhancing their life experiences wherever possible and improving individual skills e.g. speech, socialisation

8. Maintain confidentiality and promptly report problems/issues as well as significant matters such as safeguarding concerns
9. Complete written evaluation forms at the end of each session, ensuring all staff and volunteers participate, in order to provide valuable feedback to the Manager, Board of Directors and funders
10. Complete monthly monitoring for KCC funded schemes, and help produce an end of year report
11. Check and collate travel expense forms from sessional staff and pass to Finance and Administration Officer
12. Check and collate sessional staff hours and ensure this information is passed to the Manager for payroll
13. Participate in training, induction and development activities and programmes, and attend meetings as required
14. To maintain good working relationships with organisations and professionals who partner with SNAAP
15. Attend meetings as required, including supporting parents/carers, representing SNAAP or at networking opportunities. Coordinate meetings when needed to support a family

You will:

- Have significant and demonstrable experience of successfully working with disabled children and young people
- Have a good understanding of matters relating to safeguarding of children in terms of their health, safety, welfare and mental wellbeing
- Be proactive, creative and possess skills that are successful in delivering positive outcomes for children and young people
- Have excellent communication skills and an ability to relate to young people in a variety of ways
- Be able to understand, respect and value children's and young peoples' views
- Have strong leadership skills including ability to offer 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
- Be able to work well under pressure with motivation, enthusiasm, commitment, stamina and energy
- Be patient and able to stay calm under pressure
- Be able to build and form working relationships with children, parents/carers and colleagues, to work flexibly across professional and operational boundaries, and to work as a member of a team
- Be able to plan and implement fun, exciting and imaginative activities
- Have an outgoing personality and enjoy working with children and young people
- Be willing and able to work evenings, Saturdays and all school holidays (annual leave cannot be taken during school holidays)
- Be committed to the aims and work of SNAAP, and have an understanding of, and willingness to, adhere to SNAAP's policies and procedures

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

Deadline for application: Friday 10th June 2022 Interview Date: Wednesday 22nd June 2022