



Sight Support Derbyshire Job Description & Person Specification

TITLE:	Children & Young People's Project Worker
RESPONSIBLE TO:	Project Services Manager
HOURS:	16 hours per week
SALARY:	£20,949 per annum FTE, (£10.74 per hour - £8,938 per annum for 16 hours per week)

PURPOSE OF JOB: To organise and deliver activities for visually impaired children and young people, and their families, and promote the service with other professionals and agencies.

KEY TASKS:

1. Organise and deliver out of school activities in the City and County of Derbyshire.
 2. Organise and deliver school holiday activities throughout Derbyshire.
 3. Visit new children and young people prior to them joining a SSD group, to ensure their needs can be met, and appropriate support can be provided.
 4. Induct and train new volunteers.
 5. Identify and liaise with professionals and other agencies to promote the service.
 6. Work closely with the Service Manager and work colleagues to ensure smooth running of the service.
 7. Actively promoting the wider work of Sight Support Derbyshire, assisting in the development of all its services and attending relevant events.
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1. **Provide out of school activities in the City and County of Derbyshire.**
 - Organise and lead the SSD children & young people's groups and activities throughout Derbyshire.
 - Work with other statutory and voluntary agencies that provide activities.
 - Work with children and young people to ensure they are able to contribute to the development of all programmes.
 - Run some activities whereby visually impaired (VI) children and young people can bring their sighted siblings.

2. Organise and deliver a programme of school holiday activities throughout Derbyshire.

- Plan and deliver a programme of activities, trips and outings in the school holidays.
- Network with other providers of holiday clubs and activities to enable visually impaired children and young people to access these as appropriate.

3. Reporting and Monitoring

- Keep records of attendees, and volunteers in line with SSD procedures
- Monitor numbers of people taking part in events
- Provide case studies and stories for SSD publicity and grant related work.

4. Volunteers

- Work with the Volunteer Coordinator to help recruit, induct and train volunteers for the service.
- Carry out an annual review with all volunteers.
- Source and on occasion deliver appropriate training for volunteers.
- Manage volunteer expenses.

5. Work with the Service Manager to:

- Link new initiatives into Children & Young People's Services.
- Produce a quarterly newsletter and calendar of activities.
- Ensure all projects work closely together.
- Be responsible for health and safety control in your area.
- Ensure best practice in safeguarding is followed at all time

6. Actively promote the wider work of Sight Support Derbyshire, assist in the development of all its services and to attend relevant events.

- Attend wider organisational events as agreed with your line manager, promoting the work of your department and other services offered by SSD.
- Contribute to the wider development of the organisation.

7. General

- Ensure the associations equal opportunities policies are adhered to.
- Comply with SSD health and safety policies at all times.
- Undertake any duties which can be reasonably required as part of your employment with SSD.
- Ensure that you behave in a professional manner and present a good image of SSD at all times.

PERSON SPECIFICATION:

ATTRIBUTES	ESSENTIAL/DESIRABLE
MANAGEMENT SKILLS	<p>E – Significant relevant experience of working with children and young people</p> <p>D - Appropriate qualification e.g. Diploma in Youth Work, NVQ level 3 in child care or equivalent.</p> <p>D - Experience of co-ordinating volunteers</p>
JOB/TECHNICAL & KNOWLEDGE SKILLS	<p>E - Working to agreed targets</p> <p>E - Ability to network and work collaboratively with others</p> <p>E - Understanding of current legislation affecting children & young people</p> <p>E - Good knowledge of Health & Safety issues and policies relating to lone workers.</p> <p>D - Knowledge of visual impairment issues</p> <p>D - Knowledge of facilities currently available for children & young people in Derbyshire.</p>
ADMINISTRATION & ORGANISATION SKILLS	<p>E - Strong planning and organisational skills</p> <p>E – Detailed and accurate record keeping</p> <p>E - Understand confidentiality and data protection in relation to children and young people</p> <p>E – Understanding of safeguarding</p> <p>E - Understanding of health and safety issues</p> <p>E - IT literate</p>
CHARACTER, STYLE PHYSICAL ISSUES ATTITUDE	<p>E – Personable and able to get on with a wide range of people.</p> <p>E – Able to deal sensitively with visually impaired people.</p> <p>E – Open minded to all cultures & ways of life.</p> <p>E- Good problem solving skills.</p> <p>E – Work on own initiative.</p> <p>E – Able to work to deadlines.</p> <p>E – Exercise discretion and confidentiality.</p> <p>E – Calm approach.</p> <p>E – Team player.</p>
COMMUNICATION SKILLS	<p>E - Good personal presentation skills</p> <p>E - Good oral / written communication skills</p>

REPORTS

No member of staff reports to this position but the role is responsible for a number of volunteers.

LEVELS OF AUTHORITY

No authority to commit expenditure without prior approval.

OTHER INFORMATION

This is a City & Countywide post and you will be required to be able to travel throughout Derbyshire. Flexibility in work times is required as you will be expected to work during evenings and occasional weekends. This post will require at times, lone working with children.

KEY TERMS OF EMPLOYMENT

HOURS	16 hours per week
HOLIDAYS	25 days + bank holidays pro rata, (after 2 years' service 1 additional days holiday will be given for each full year of service completed, up to a maximum of 30 days per year).
SALARY	£10.74 per hour - £8,938 per annum for 16 hours per week
NOTICE	1 Month (following successful 6-month probationary period)
CONTRACT TERM	Permanent

This post is currently supported by

