



## Job Description Holiday Activity Leaders

**Location:**

Shine office (Pinehurst) and various locations around North Swindon.

**Normal Hours of work:** Initial Short-term contract to September 2023; 5-20 hours a week depending on availability.

**Salary:** Under 18: £9.50 per hour; Over 18: £12 - £15 per hour subject to experience and training.

**The Organisation:**

Shine Pinehurst is a Faith based organisation working with young people and families at risk in Pinehurst, Penhill and Moredon.

Offering a number of local resident-inspired and led initiatives which include; Friday Football (weekly football session attracting up to 100 young people a week), Youthie (weekly open access Youth Club), Schools work (Detached, Mentoring, Young Carers, Curriculum support), The Beach Hut (Pop-up Youth and Families provision), Messy Saturday (Family focussed session exploring faith 80+ people), HAF (Holiday Activities Funding) project, The Wonky Pizza Crew (Youth led social enterprise), Breakfast Church, Detached work, Pastoral / Wellbeing support and more.

**Job purpose:**

- Participate in our Kerbside / Street based Youth / Sport based holiday programmes.
- Help lead positive fun activities and experiences where it is needed most inc. sport, play, art, trips, cooking, community activities etc.
- Actively listen to and care for the children and young people, providing support and encouragement referring them to support and advice services where appropriate.
- To develop positive relationships with the young people, other partners (e.g. Police) and members of the wider community including parents.
- Work alongside the young people to develop, undertake and maintain a programme of informal education opportunities.
- To ensure the safe running of the work and safeguarding of all young people and workers.

**Key relationships:**

- The support worker will work as one of a team of part time paid and voluntary staff led by the Lead Youth Worker and the Pioneer Minister

**Main tasks / accountabilities:**

- Deliver face-to-face work with young people developing positive relationships with young people, other youth workers, partner agencies and members of the wider community, including parents.
- Contribute towards the general running and organisation of the session and its related activities inc. setup and pack down where required; registering young people and recording and evaluating the sessions.

- Share responsibility for initiating and undertaking projects and activities within our Safer Streets or summer programme which are both fun and educational.
- Involve the young people in such initiatives ensuring real participation and developing feelings of ownership.
- To challenge inappropriate and oppressive behaviour such as bullying, racism, homophobia and sexism.
- Keeping registers, writing evaluation reports and inputting data into our management information system
- Additional responsibilities for this post may include:
  - Planning and preparing activities in advance inc. the purchasing of resources / food.
  - Keeping the record sheets up-to-date and organised helping to ensure details for all young people are held
  - Ensuring the equipment store areas are kept clean and organised
- Attend regular staff and supervision meetings outside normal work session.
- Take part in relevant training.

### **Notes and Conditions**

The postholder will be expected:-

- While there is no expectation the postholder is a Christian we ask them to be supportive of / in sympathy with the aims and objectives and Christian ethos of shinepinehurst
- To comply with terms and conditions of service inc. our Code of Conduct
- To adopt a flexible approach to changing patterns of work including times where there is a requirement to work outside normal office hours and undertake such other duties as are consistent with the job purpose.
- To promote best practice in meeting the requirements of Health and Safety legislation and comply with other relevant statutory legislation.
- To carry out duties in accordance with the Diocese of Bristol policy on equality and diversity.
- To accept that everyone has a right to their distinct identity, treating everyone with dignity and respect.
- To develop oneself and others by making every effort to access development opportunities and contribute effectively by participating in shinepinehurst's personal development and performance review scheme.
- To be willing to undertake travel as required.
- To ensure that the principle of confidentiality and the requirements of the Data Protection Act are fully applied to all work of shinepinehurst.

- To act in such a way that at all times safeguards the health and wellbeing of children and vulnerable adults. Familiarisation with and adherence to the Diocese of Bristol's & shinepinehurst's Safeguarding policies is an essential requirement of all employees as is participation in related mandatory/statutory training
- To undertake such other tasks as may be reasonably requested by the post-holder's direct line manager.

**General Notes:**

This is a general description of the job as it is constituted at the effective date shown. It is the practice of shinepinehurst to periodically review job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the post holder.

In these circumstances, it will be the aim to reach agreement on reasonable changes, but if agreement is not possible, shinepinehurst reserves the right to make changes to your job description following consultation.

**Safeguarding:**

shinepinehurst is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment. You will be expected to report any concerns relating to the safeguarding of children, young people or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children, young people or vulnerable adults gives cause for concern, shinepinehurst's Allegations Management procedure will be followed, alongside implementation of the Disciplinary Procedure as required.



## PERSON SPECIFICATION

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

*We are looking to be inclusive in our recruitment and therefore will consider applicants who may not have many of the specifications below but may have a heart and passion for young people and willingness to learn.*

### Knowledge/Qualifications:

- Has experience of working with children / young people in this or related fields and is willing to undertake training as appropriate.
- Can empathise with young people and relate to young people and adults in a positive way.
- Can demonstrate ability to work in a team and on his/her own.
- A working understanding of safeguarding children and young people and how to maintain appropriate professional boundaries.
- Understanding and appreciation of the importance of monitoring and evaluation in a youth work setting.
- A working understanding of equality and diversity with the ability to challenge discriminatory behaviour.

### Skills/Abilities:

- Ability to help plan and co-ordinate a programme of activities for young people aged 5-18.
- Have an imaginative and enthusiastic approach.
- Excellent communication skills, with the ability to quickly establish positive relationships with children and young people.
- Good interpersonal and team skills.
- Has a commitment to equal opportunities.
- Preferably has skills and expertise, which can be usefully, utilised in the youth work programme, e.g. music arts, sports, outdoor activities, health awareness, and street culture.
- Has good communication skills and is able to relate to young people and adults in a positive way.
- Ability to prioritise effectively and enjoy multi-tasking in a busy environment.

### Experience:

- Some experience of working with young people aged 5-18 is essential e.g. football coaching or peer mentoring in school

### Personal Qualities:

- Friendly, cheerful, positive and self-driven, able to work independently and as part of a team.

- Positive about embracing challenge and change, open to experimenting, new ideas, reflective practice and working with other organisations in a spirit of partnership.
- Able to maintain confidentiality within the parameters of shinepinehurst and with other agreed agencies e.g Police and Children's Service etc.

**Training:**

- All staff will be expected to complete an Induction Programme.
- New staff are expected to complete an introduction course and Youth Work Basics Course within the first year (exemptions are given for previous training).
- There is an expectation that all staff undertake a minimum of two sessions training per year.

**Special Factors:**

- Is 16+ years old
- No staff are able to commence work until a satisfactory DBS check has been undertaken.
- All staff are expected to attend supervision sessions and termly staff meetings outside their normal hours of work.
- Youth Work sometimes happens outside the normal set hours and there is a requirement for staff by negotiation to be able to do very occasional residential or weekend work.
- Staff must be reliable and able to make a commitment to the work.