

***JOB DESCRIPTION***

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| **Job Title:** | Children's Disability Coordinator / Senior Coordinator – Mole Valley |
| **Salary:** | Salary: Coordinator £26,000 - £29,000 dependent on qualifications and experience /  Senior £29,120 - £33,280 dependent on relevant Level 3 professional qualification and a minimum 2 year’s relevant delivery experience. |
| **Hours of work:** | 35 hours per week  Term time hours: Tuesday – Saturday 09:00 – 17:00  School holidays hours: Monday – Friday 09:00 – 17:00 |
| **Annual Leave:** | Starting allowance - 25 days plus Bank Holidays  NB: School holidays are key delivery periods and annual leave is not usually agreed during these periods. |
| **Place of work:** | Based at YMCA Sovereign Centre, Slipshatch Road, Reigate, RH2 8HA. Managing/Leading Short Breaks Clubs in Mole Valley |
| **Responsible to:** | Disability Services Manager |
| **Responsible for:** | Disability Leaders, Disability Seniors, Sessional Workers and Volunteers |
| **Job Purpose:** | To coordinate and deliver an exciting range of Short Breaks activity clubs for children  and young people aged 5 - 17 with additional needs and disabilities at weekends and school holidays. |
| **Background to role:** | YMCA East Surrey is commissioned by Surrey County Council and West Sussex County Council to deliver a range of inclusive activities for children and young people including weekend and holiday play and youth clubs, after school clubs and special one-off activities.  Valuing difference, diversity, and inclusive practice lies at the heart of YMCA East Surrey’s vision and mission. |
| **Main Responsibilities:** | * Plan and deliver a structured programme of enjoyable, recreational, high-quality activities to meet the needs of children and young people with additional needs and disabilities who attend Short Breaks clubs * Lead and line manage a team of workers and volunteers, and to assist in the recruitment and training of the Disability sessional team * To coordinate and take responsibility for the planning, allocation of places, and staffing to ensure safe delivery of Short Breaks clubs * Have responsibility for processing of new referrals, initial assessments and individual care plans and any associated risk assessments * To develop strategies and behavioural support plans for young people attending activities and access YMCA Disability Services * To be aware of Ofsted requirements and ensure Short Breaks clubs for children are compliant, with ongoing monitoring * Administer medication for children and young people with health needs and undergo relevant training and transfer this knowledge onto the staff team * Work closely with individual children and young people and their families to identify a range of social, recreational and leisure activities to meet the needs of young people and children * Ensure that all young people are made to feel valued and enabled to develop and improve self-esteem, life skills, self-confidence and positive experiences * To gain young people’s feedback and capture their voice in shaping and evaluating future club sessions * Work as part of the delivery team, initiate programmed activities, alongside additional opportunities * To be responsible for the Health and Safety of children, young people and staff, above all, ensuring that Safeguarding Children and Safeguarding Adults at Risk policies are adhered to * Provide information, guidance and advice for parent/carers about local services for young people and families * Attend and participate in relevant internal/external meetings and forums related to the CYP services activities * To provide operational Coordinator cover for other Disability Services or locations as required * Design and deliver training sessions to staff. * To undertake the role of Duty Officer at the Sovereign Centre, at times to be agreed with Disability Services Manager * Undertake any other duties and responsibilities reasonably requested by the Disability Services ManagerTop of Form |

**PERSON SPECIFICATION:**

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|  |  | **Essential** | **Desirable** | **How measured (application, assessment, interview)** |
| **Qualifications, Education & Training:** |  |  |  |  |
|  | Minimum Level 3 professional qualification in Childcare, Disability, Health or Social Care or Education (or equivalent) | X |  | Application and certificates |
|  | Commitment to complete a level 3 qualification relevant to children or health and social care | X |  | Application, interview |
|  | Positive behaviour support qualification |  | X | Application and certificates |
|  | Relevant training regarding working with children and young people with SEND (e.g., First Aid, moving and handling, challenging behaviour, administering medication, etc.). |  | x | Application and certificates |
| **Experience** |  |  |  |  |
|  | **Senior Coordinator** - Minimum of two years' experience of working with children and young people with additional needs in a play, educational or social care setting. | X |  | Application, interview |
|  | Minimum of one years' experience of working with children and young people with additional needs in a play, educational or social care setting. | X |  | Application, interview |
|  | Experience of dealing positively with young people with complex health needs and challenging behaviour. | X |  | Application, interview |
|  | **Senior Coordinator** Experience of leading and managing a team of part-time staff or volunteers. | X |  | Application, interview |
|  | Experience of managing services, staff, young people with disabilities in a play, educational or social care setting. |  | x | Application, interview, assessment |
|  | Experience of handling and administering medications. |  | x | Application, interview |
|  | Experience of developing and implementing positive behaviour support plans |  | x | Application, interview |
| **Abilities, skills, and attitude** |  |  |  |  |
|  | Strong written and verbal communication skills. | X |  | Application, interview |
|  | Ability to work independently and as part of a team. | X |  | Application, interview |
|  | Demonstrate a positive attitude and lead by example. | X |  | Application, interview |
|  | Ability to monitor and maintain safe working practices | X |  | Application, interview |
|  | Commitment to the YMCA’s Aims and Purposes. | X |  | Application, interview |
| **Other requirements** |  |  |  |  |
|  | Understanding and commitment to equal opportunities, diversity and inclusion. | x |  | Application, interview |
|  | Be able to remain calm in a crisis and handle difficult situations. | X |  | Application, interview |
|  | Willingness to work flexible hours. | X |  | Application, interview |
|  | Strong written and verbal communication skills. | X |  | Application, interview |
|  | Ability to work independently and as part of a team. | x |  | Application, interview |
|  | Demonstrate a positive attitude and lead by example. | x |  | Application, interview |
|  | Ability to monitor and maintain safe working practices. | x |  | Application, interview |
|  | Commitment to the YMCA’s Aims and Purposes. | x |  | Application, interview |
|  | Understanding and commitment to equal opportunities, diversity and inclusion. | x |  | Application, interview |
|  | Satisfactory Enhanced DBS with barred lists disclosure | x |  | DBS Check |
|  | Car driver |  | X | Application, interview |