

JOB DESCRIPTION

Job Title:	Disability Activity Manager
Salary:	£33,280 - £37,440
Hours of work:	35 hours per week: 7 hours a day with an hour's unpaid break Term-Time: 9:00-17:00 Tuesday-Saturday or Monday-Friday School Holidays: 9:00-17:00 Monday-Friday
Place of work:	Based at YMCA Sovereign Centre, Slipshatch Road, Reigate. RH2 8HA. Managing provision in Reigate, Leatherhead, Epsom and West Sussex locations.
Responsible to:	Disability Services Manager
Responsible for:	Disability Services Short Breaks Coordinators, Disability Leaders, Seniors and Play and Youth Workers.
Job Purpose:	The operational management for delivery of Short Breaks schemes across Surrey and West Sussex for children and young people with disabilities and additional needs.
Background to role:	YMCA East Surrey Children and Young People services offer quality, exciting inclusive clubs for children and young people aged 5 to 17 years, who have a disability including those with complex needs. They are run in Reigate, Epsom, Leatherhead, Crawley, Horsham and Haywards Heath. This also provides a respite for the parents. These are funded via established contracts with Surrey and West Sussex County Councils.
Main Responsibilities:	<ul style="list-style-type: none"> - Provide operational management of all Short Break club contracts across East Surrey and West Sussex. - Lead assessment and approval of CYP behavioural support plans and complex need support to ensure safe and inclusive practices within our Short Break Schemes. - Monitor annual Short Breaks area delivery plans to ensure delivery requirements of our contracted services are met. - Manage and monitor short breaks budget, including donations and grants. - Assist with the recruitment of staff and securing opportunities to attract staff from local communities. - On-boarding of new disability sessional staff including induction, role specific training, and on-going development to increase workforce retention. - Work with the Volunteer Coordinator to expand the use of volunteers across Disability Services. - To provide line management for a team of Disability Short Breaks Coordinators. - Lead Short Break sessions and provide cover for Coordinators where needed. - Ensure the meaningful participation of children and young people in the planning, design, delivery and evaluation of short break services.

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| | <ul style="list-style-type: none">- To work with the YMCA Marketing Manager to ensure that short break services are marketed effectively and to oversee the production of publicity materials and the use of advertising, promotions, web site and social media.- Liaise with local partners, stakeholders and statutory sector to enhance the coherence, range, reach and quality of services for CYP with disabilities.- Attend and participate in relevant internal/external meetings and forums related to the CYP services.- To represent the YMCA at external events and to deliver presentations.- Act as Designated Officer for Sovereign Centre where required.- To support and promote all services which run from the centre as required.- Prepare reports and statistical data reports as requested by the DS Manager.- Attend staff meetings, training and staff development events, as appropriate, to ensure continuous professional competence and development.- Operate in accordance with YMCA East Surrey policies and procedures for health and safety, equality diversity and inclusion, risk assessment and safeguarding children and young people to provide safe and healthy working environment.- Contribute to the development and production of Children and Young People policies, plans and procedures.- Supporting the wider work of the Association including charity events.- Any other duties are required to be performed within the grade and remuneration of the role. |
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PERSON SPECIFICATION Disability Activity Manager

		Essential	Desirable	How measured (application, assessment, interview)
Qualifications, Education & Training	Minimum of level 3 qualification in Health & Social care or similar relevant qualification.	x		Application and certificates
	Working Together to Safeguard Children Training or willingness to complete.	x		Application and certificates
	Behaviour support and/or crisis intervention training.		x	Application and certificates
	Educational qualification for supporting children with SEN		x	Application and certificates
	Trained to deliver medical tasks for CYP with complex health needs.		x	Application and certificates
Experience	Minimum of 3 years' work experience of working with children and young people with disabilities or additional needs.	x		Application, interview
	Experience of managing a team of paid staff and volunteers including appraisals and setting objectives.	X		Application, interview
	Experience managing or leading groups of CYP with SEND.	x		Application, interview
	Experience of working with other partners and agencies in support of CYP needs.	x		Application, interview
	Experience in managing budgets and contractual delivery services		x	Application, interview
	Experience of participation work and use of evaluation tools.		x	Application, interview
	Experience of delivering training to young people and staff.		x	Application, interview
	Experience of recruiting staff, and workforce development		x	Application, interview
Abilities, skills, and attitude	Ability to relate well and connect with children, young people, and parents.	x		Application, interview
	Ability to develop and implement a creative, varied and appropriate programme of activities that allow both fun and informal learning	x		Application, interview
	Able to manage administrative operations - registration; payment; statistics; report-writing; liaison with agencies, parents etc.	x		Application, interview
	Understanding of challenges faced by CYP with disabilities and their carers.	x		Application, interview
	Commitment and passion to inclusive practices and services	X		Application, interview
Other requirements				
	Good IT literacy and ability to use IT software systems such as Microsoft 365	X		Application, interview

	Good prioritisation and time management skills	X		Application, interview
	Good communications skills both verbal and written at all levels and with all abilities	X		Application, interview
	Ability to change and be proactive in implementing new systems quickly and efficiently	X		Application, interview
	Subject to a satisfactory Enhanced (with Barring) DBS disclosure	x		Application, interview
	Commitment to the values, aims and mission of YMCA East Surrey	x		Application, interview
	Friendly, flexible, professional and approachable	x		Application, interview
	Car driver	x		Application, interview
	Flexibility to work evenings and weekends when required.	x		Application, interview
	Understanding and commitment to equality, diversity and inclusion for staff, services users and stakeholders	x		Application, interview