

Job Description **Family Centre Group Leader (R&B)**

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| Reporting to | Family Centre Manager |
| Service Area | CYP – Family and Youth Work |
| Location | The post holder will be required to work flexibly across the Family Centre partnership area of Reigate and Banstead. Sites include Red Oak Family Centre |
| Hours of work | |
| Holidays | 25 Days (FTE) per year + Bank Holidays |
| Probation Period | |
| Contract Type | Permanent |
| Grade and Salary | To be confirmed |

About us

YMCA East Surrey is a vibrant charity that has been actively supporting the local community since 1870. We help people to believe in themselves, support them to achieve their goals and inspire them to be the best they can be by providing services that focus on those who are vulnerable, have a disability or face disadvantage.

Children and Young People (CYP)

YMCA East Surrey believes in children and young people and seeks to offer inclusive services and activities that support them to make the best start in life by staying safe, being healthy, enjoying and achieving, and making a positive contribution to society. We work with over 9,000 children and young people every year.

Children and Young People has four service areas:

- Youth and Family Services – including Family Centres offering targeted and early intervention support, centre based and detached youth work.
- Childcare and Children’s Activities – including Pre-schools, out of school childcare, sports and recreation, creche and parties.
- Emotional Wellbeing and Mental Health – including one-to-one and group therapeutic services in schools and community settings.
- Disability Services – including Short Breaks respite play and youth clubs, LifeWorks Alternative Education Provision and Face2Face parent/carer support

Job Purpose

YMCA East Surrey is looking to recruit a qualified and experienced Early Years Practitioner with energy and motivation to plan, lead and deliver targeted play opportunities and support groups for children 0 up to 12 years and their parents at Family Centres and within community locations.

Key Responsibilities

Group Work

- a) To deliver specialist targeted courses and support groups for parents and children
- b) To plan, prepare and deliver targeted interventions for vulnerable children and families including Speech and language/ Communication courses, SEND support groups, creche work, play and development groups, bonding and attachment activities, baby and toddler and new parents' groups.
- c) To ensure that play materials, equipment and play spaces are maintained, kept safe and stored appropriately in line with current procedures
- d) Monitoring and assisting with routine tasks such as cleaning equipment, tidying up and maintaining supplies of materials and equipment

Family Work

- a) To respond to the individual needs of parents/carers attending groups and signposting to specialist agencies.
- b) To build parent resilience through delivery of services

Record Keeping and information providing

- a) To evaluate and report on outcomes of each session
- b) Maintain accurate and timely records
- c) Use the various IT systems and programmes to log work.
- d) Use Sharepoint and office documents to support with providing information the role.
- e) Support the Family Centre management team with providing evidence of the impact of Family Centre Support.

Wider Role

- a) Plan and organise own work and/or intervention to meet given priorities
- b) Work at various locations throughout Reigate and Banstead or Mole Valley.
- c) To assist in the smooth operations of the centre
- d) To assist in the induction and mentoring of volunteers to ensure that the service provided is high quality and appropriate for the service users
- e) Develop community knowledge and links for the benefit of children, young people and their families and the wider family support service.
- f) Work alongside other YMCA East Surrey Children and Young People managers and staff to share good practice.
- g) Any other duties are required to be performed within the grade and remuneration of the role.
- h) Undertake required training that is required for the role
- i) Ensure that all activities demonstrate the values and culture of YMCA East Surrey.

General

- a) Represent YMCA with professionalism and compassion, maintaining a positive and inclusive public image at all times
- b) Participate in supervision, appraisal and learning and development, taking responsibility for maintaining the knowledge and skills required for this role
- c) Take responsibility for your own health and safety and that of others, reporting any risk promptly
- d) Work within YMCAES policies and adhere to the terms outlined within them

Key Working Relationships

- a. Work as part of the Family Centre Team to ensure families needs are met and communicated
- b. Colleagues in CYP – working collaboratively including sharing resources and supporting work with Children, Young People and their families
- c. Colleagues in other departments to ensure that supporting with joint working and meeting needs of a variety of stake holders.
- d. Service users across CYP – gathering feedback and supporting to be involved in improvement of services.
- e. Work with key external stakeholders including Surrey CC.

Scope of the Role and Limits of Authority [decision making level, responsibility for resources and any requirement to ensure compliance – if there is no scope then remove it]

Specialist Resources:

- Knowledge of best practice of working with families

Information and Communication Resources

- Knowledge and ability to use Surrey's EHM system

Material Assets

- Ensuring Family Centre building are appropriate for use
- To be able to be responsible for YMCA building including unlocking, locking up and alarming the building

Delegated Responsibilities and Authority Limits:

- Make key decisions about groups that running

Legal Regulatory and compliance responsibility

- Ensure compliance with Safeguarding legislation and organisational safeguarding policies and follow guidance from relevant regulatory bodies as required.
- Ensure compliance with UK GDPR and organisational data protection policies at all times.
- Ensure compliance of Surrey Family Centre requirements

Person Specification

| | Essential | Desirable |
|-------------------------------------|--|--|
| Education and Qualifications | <ul style="list-style-type: none"> • Minimum Level 3 qualification in Childcare and Education, Early Years or related professional qualification • Knowledge of child development • Knowledge of the importance of play in child development | <ul style="list-style-type: none"> • Paediatric First Aid qualification • Basic Food Hygiene • Training in Communication / SEND / Sign Language • Training in bonding and attachment / baby massage / behaviour / parenting • Clean driving licence – own transport would be an advantage |
| Knowledge and Experience | <ul style="list-style-type: none"> • Experience of working with children and families • Experience in the delivery of support groups and sessions for parents and children aged 0-12 years • Experience of providing advice, guidance and support in a one-to-one or small group setting • Experience of planning, organising and carrying out activities e.g. music, drama, art, cooking sessions | <ul style="list-style-type: none"> • Experience of managing children's behaviour in a variety of situations |
| Key Skills and Abilities | <p>Skills or willingness to acquire skills in Microsoft Office including Word, Excel, and PowerPoint and online systems.</p> <ul style="list-style-type: none"> • Ability to work collaboratively with colleagues to effect positive change, encourage innovation, creativity and continuous improvement • Good spoken and written communication skills with a level of attention to detail • Able build good professional relationships at all levels of the organisation. • Able to work flexibly across a range of settings • Demonstrate a level of professional credibility, integrity and emotional resilience • Good organisational skills with the ability to keep things simple • Safeguarding knowledge and experience. | |
| Personal Attributes | <ul style="list-style-type: none"> • Commitment to the values, aims and mission of YMCA East Surrey • Understanding and commitment to equality, diversity and inclusion for staff, services users, and stakeholders | |
| Other | <ul style="list-style-type: none"> • Subject to a satisfactory Enhanced with Children's barred list DBS disclosure | |

Employee Declaration

I confirm that I have read, understood and agree to the expectations outlined in this job description

Name:

Date:

Signed: