

Job Description **Childcare and Children's Activities Manager**


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<b>Reporting to</b>	Head of Children and Young People Deputy CEO (HCYP)
<b>Service Area</b>	Children and Young People (CYP)
<b>Location</b>	YMCA Sports and Community Centre, Princes Road, Redhill
<b>Hours of work</b>	PT / FT to be confirmed
<b>Holidays</b>	Five weeks Annual Leave plus bank holidays. Holidays increase after two years' service to a maximum of six weeks after six years' service.
<b>Probation Period</b>	6 months
<b>Contract Type</b>	Permanent
<b>Grade and Salary</b>	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

To be responsible for the management and effective delivery of multi-disciplinary services for children and families, including pre-schools, out of school childcare, sports and recreation, creche and parties.

The aim is to provide support to children and families to help to belong, contribute and thrive within East Surrey. Also, to support the HCYP with quality, development and training for staff and volunteers across the Children and Young People services.

### Key Responsibilities

## **Lead on service delivery, management and governance**

- To provide strong leadership for the service based on a clear vision for the service, clarity of standards and outcomes to be achieved.
- With the Head of CYP support the strategic development, planning and delivery of specialist services for children and families ensuring an effective co-ordinated offer for these families is in place and to develop new childcare settings as appropriate.
- To have the primary responsibility for establishing, maintaining and developing consistent and high standards of professional and managerial competence amongst all staff involved in the delivery of Childcare in line with that of internal policies and procedures and of regulators such as Ofsted.
- To provide line management to the Service Managers and Co-ordinators and work with them to ensure they provide an effective service to children and families in Surrey.
- Maintain up to date detailed knowledge of legislation and national policy and to ensure SLT, CYP management team and the service are briefed on changes. This will include the duties and responsibilities arising from the Children's Act 2014 and Working Together to Safeguard Children 2026 amongst others.
- To have lead responsibility for ensuring the Childcare operates in a way which safeguards children and is fully compliant with children's safeguarding procedures.

## **Manage stakeholder engagement and financial integrity**

- Lead on ensuring compliance with regulatory requirements in conjunction with the Quality and Insight Manager.
- With the Head of Finance and HCYP to produce annual budgets for Childcare services and monitor them to ensure financial viability and appropriate use of charitable resources
- To ensure that key relationships and business processes are in place to improve outcomes for children and families.
- Work with the Fundraising and Development Manager to support the Managers and Co-ordinators to write funding bids and reports for new and existing work
- To ensure childcare services meets both national, local performance and quality indicators in an effective and timely way.
- Ensure all key policies and processes are up to date and fit for purpose.
- Work collaboratively with HCYP to ensure services deliver value for money, within budgets and are evidence based, ensuring that services are rigorously evaluated working with the in terms of quality and outcomes and that they continuously improve and are provided in response to children's needs.

## **Training and Development**

- Contribute to an in-house training programme for CYP staff and volunteers, which is also offered to all YMCA East Surrey staff and volunteers and key partners
- Manage, and when required, deliver in-house training sessions supported by CYP Managers and Co-ordinators
- Work with the HCYP and HR to develop volunteering, apprenticeship, and traineeship opportunities across the department

## **Provide effective management and support and demonstrate the values and culture of YMCA East Surrey**

- Ensure that all activities demonstrate the values and culture of YMCA East Surrey.
- Work with the HCYP to support the implementation of YMCA East Surrey strategy and Operational Plan.
- Any other duties are required to be performed within the grade and remuneration of the role.

## **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**

- Parent/Carers – liaise on the young person's well-being, sharing relevant information about progress, concerns, and achievements
- Young People and children – encourage creativity, independence, and social interaction through play-based activities
- YMCA Colleagues – co-operate on safeguarding, health and safety, and delivery of service.
- Other professionals – Liaise regarding safeguarding of children and families and development of the service.

- Funders – work with funders to provide financial support to enable families to access our services and wider support networks in the local area.

## Scope of the Role and Limits of Authority

### Specialist Resources:

1. Implementation of individual care plans, behaviour support strategies, and risk assessments. Additionally, leading the team to implement these.
2. Handling and administration of Medication

### Financial Resources

1. To ensure each service budget is set each financial year & have control over this expenditure in line with budget set.
2. To have oversight and accountability of all 4 budgets and the related income and expenditure
3. To be in control of the own and department managers Pre-Paid Cards & ensure receipts are recorded following YMCA East Surrey policies & procedures
4. All funding is monitored and spent in accordance with the conditions set out in any application

### Information and Communication Resources

1. Oversee the accurate completion of accident/incident and safeguarding reports
2. Handling of sensitive personal and medical information including care plans, in line with data protection and confidentiality policies.
3. To ensure correct monitoring information is collected and analysed to inform the development of the service
4. Correct and appropriate use of all communication methods with our families and users, including Mailchimp, Magic Bookings, Instagram, Facebook and mobile devices

### Material Assets

1. To oversee that all ensure all pieces of sports and play equipment is regularly maintained to ensure compliance to the statutory health & safety regulations
2. Delivery sites at YMCA and external organisations including building security/safety, contents, equipment and resources.

### People Management

1. Direct line management of 4 managers with the dept
2. Oversee the recruitment and management of all staff in the Childcare and Children's Activities department

### Delegated Responsibilities and Authority Limits:

1. All decisions and delegated responsibilities are linked to the effective running of the Childcare and Children's Activities Department and their services and in the best interest of the children and staff.
2. Take day-to-day responsibility for the safe and effective delivery of sessions and activities.
3. Make immediate decisions to ensure the safety and wellbeing of children and young people, including responding to incidents or medical needs, and escalating concerns in line with procedures.
4. Provide guidance and leadership to managers, co-ordinators and leaders during sessions, within agreed role responsibilities.
5. When required act as building Duty Officer, key holder and person in charge of site (with induction and training).

### Legal Regulatory and compliance responsibility

1. Ensure compliance with Safeguarding legislation and organisational safeguarding policies and follow guidance from relevant regulatory bodies as required (OFSTED, British Gymnastics, Football Association)
2. Ensure compliance with UK GDPR and organisational data protection policies at all times.

## Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• Degree level qualification in a relevant field or substantial professional work experience e.g. Education, Childcare</li> </ul>	
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Significant management and leadership experience working in a childcare or Early Years setting</li> <li>• Demonstrable knowledge base regarding relevant legislation and resulting practice/procedure issues in childcare services</li> <li>• Experience of establishing and maintaining effective working relationships with other agencies and professions</li> <li>• Demonstrable experience in collating, analysing and reporting data from a range of sources and making recommendations for performance improvement.</li> <li>• Experience of demonstrating compliance for external regulatory inspections such as Ofsted and/or accreditations</li> <li>• Experience of running financially viable settings and setting and managing accurate budgets</li> </ul>	
<b>Key Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• A strong command of Microsoft Office including Word, Excel, and PowerPoint</li> <li>• A commitment to person-centred practice and management</li> <li>• A commitment to importance of play for all children and ensuring the voice of the child is heard</li> <li>• Ability to work collaboratively with managers to influence change, encourage innovation, creativity and continuous improvement</li> <li>• Navigating charity policies and compliance requirements including Ofsted</li> <li>• Good working knowledge of data protection and information security</li> <li>• Excellent spoken and written communication skills with a high level of attention to detail</li> <li>• Able to influence and build excellent working relationships at all levels of the organisation</li> <li>• Demonstrate a high level of professional credibility, integrity and emotional resilience</li> <li>• Excellent organisational skills with the ability to keep things simple</li> <li>• Safeguarding knowledge and experience</li> </ul>	

<b>Personal Attributes</b>	<ul style="list-style-type: none"><li>• Commitment to equality, diversity and inclusion in all aspects of work and understanding of how it applies to own role</li><li>• Values collaboration and respect for different perspectives</li><li>• Open to learning and continuous development</li></ul>	
<b>Other</b>	<ul style="list-style-type: none"><li>• Able to work unsocial hours including occasionally evenings</li></ul>	

**Employee Declaration**

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

Name:

Date:

Signed: