

JOB DESCRIPTION

Job Title:	Children and Young People’s Play / Youth Worker (Sessional or contracted)	
Salary:	Under 18 years - £7.32 18-20 years - £10.59 21+ years - £11.44 Preschool unqualified or level 2 qualified - £11.44 Preschool Level 3 qualified - £12.33	
Benefits	Five weeks Annual Leave plus bank holidays. Holidays increase after two years’ service to a maximum of six weeks after six years’ service. The holiday year runs from 1st April to 31st March each year. (Pro-Rata depending on hours and for sessional staff percentage added to pay). Excellent in house annual training programme. Free parking available at all our sites.	
Hours and Location of work	Our posts are based across East Surrey and West Sussex. Please be aware that we offer flexible hours or if you are interested in having set contracted hours each week this is something that can be discussed at interview. Applicants can apply to work across different areas of work, please make areas of interest clear in your application.	
	Area of work	Locations
	Disability Short breaks	<ul style="list-style-type: none"> Reigate (YMCA Sovereign Centre, Slipshatch Road, Reigate, RH2 8HA) Epsom & Ewell, (Linden Bridge School, Worcester Park and YMCA Phoenix Youth Centre, Tadworth) Leatherhead, (Fox Grove School) Crawley (Manor Green School) Horsham (Queen Elizabeth II School) Mid Sussex (Chailey Heritage School)
	LifeWorks	<ul style="list-style-type: none"> YMCA Sovereign Centre, Slipshatch Road, Reigate, RH2 8HA. (Term Time) YMCA Horley Young People & Family Centre (School Holidays) YMCA Phoenix Youth Centre, Tadworth (Rebound only)
	Out of School Childcare worker	<ul style="list-style-type: none"> YMCA Sports and Community Centre, Princes Road, Redhill, RH1 6JJ YMCA Sovereign Centre, Slipshatch Road, Reigate, RH2 8HA. St Joseph’s Catholic Primary School. Linkfield Lane, Redhill, Surrey, RH1 1EA St John’s Primary school, Goodwyns Rd, Dorking RH4 2LR (School holidays only)
Early Years - Preschools	<ul style="list-style-type: none"> YMCA Sovereign Centre, Slipshatch Road, Reigate, RH2 8HA. YMCA Merstham Hub Pre School, Merstham Community Hub 2a 2b, 	
	Available hours	
		Term Time: Saturdays Sundays (Reigate Only) School Holidays: Monday – Friday 09:30/10:00 – 16:30/17:00
		Term Time: Monday to Friday School Holidays: Variable hours usually 09:00-14:30
		Term Time: Monday – Friday 07:15-09:00 And 14:45-18:00 School Holidays: Monday – Friday 07:45-18:15
		Term Time: Monday – Friday 08:30-15:00

	Portland Dr, Merstham, Redhill RH1 3HY	
Creche	<ul style="list-style-type: none"> YMCA Sports and Community Centre, Princes Road, Redhill, RH1 6JJ 	Term Time: Monday, Wednesday and Friday – 09:00-11:30
Party Playworker	<ul style="list-style-type: none"> YMCA Sports and Community Centre, Princes Road, Redhill, RH1 6JJ 	Sundays: 12:00 – 17:00
Youth Worker	<ul style="list-style-type: none"> Reigate and Banstead including Horley, Reigate, Redhill, Merstham and Tadworth 	Usually Afternoon and evenings weekday 3 hour sessions between 3:30 and 9:30pm
Responsible to:	CYP Coordinators, Senior Coordinators and Managers	
Responsible for:	N/A	
Job Purpose:	To assist in the delivery of high-quality and exciting activities for a range of children and young people. To provide children and young people with enjoyable experiences which contribute to personal and social development.	
Background to role	<p>We have numerous opportunities to work with a long-standing and well-respected charity within the local community. If you have experience of working with children and young people and you want to make a meaningful difference to their lives while learning new skills yourself, we would love to hear from you.</p> <p>Being a sessional worker is an excellent way to fit in a job around studies or other commitments as well as providing an opportunity to gain valuable experience to help with future carers.</p> <p>More information about our services can be found on our website https://www.ymcaeastsurrey.org.uk/children/</p>	
Main Responsibilities:	<ul style="list-style-type: none"> ▶ To participate in the safe delivery of YMCA East Surrey’s Children and Young People’s services ▶ To work as part of a team of Children and Young People’s support workers and volunteers to ensure that the service provided is high quality and appropriate for the children and young people who attend. ▶ To build positive and professional relationships with children and young people. ▶ To ensure the Health and Safety of children and young people and colleagues, above all, ensuring that Safeguarding Children and Safeguarding Adults at Risk policies are adhered to ▶ Work closely with children and young people to deliver a range of social, recreational and leisure activities to meet the needs of young people ▶ To supervise the activity environment to ensure physical and emotional/personal safety for all children and young people attending. This includes completing appropriate records of any accidents, injuries or incidents that may occur and any medication administered ▶ To assist senior staff in the play or youth setting to ensure its smooth and reliable operation including setting up and packing down sessions. ▶ To contribute to the planning, organisation and delivery of activities, ensuring they are adapted where appropriate to be accessible to all children to the best of their abilities ▶ To ensure that all children and young people upon their arrival are welcomed and feel comfortable and valued enabling the development and improvement of self-esteem, self-confidence and positive experiences ▶ To provide and supervise the hygienic provision of refreshments for the children/young people, recognising the principles of a balanced diet and the requirements of varied cultural and ethnic backgrounds and allergies ▶ To ensure that all materials, equipment and service spaces are maintained, kept safe and stored appropriately in line with current procedures ▶ Attend YMCA East Surrey staff meetings, training and staff development events, as 	

	<p>appropriate, to ensure continuous professional competence and development</p> <ul style="list-style-type: none"> ▶ Undertake any other duties and responsibilities reasonably requested by the Coordinator, Senior Coordinator or Manager <p>Out of School Childcare specific</p> <ul style="list-style-type: none"> ▶ To participate in the safe delivery of YMCA East Surrey Breakfast, After School and Holiday Clubs ▶ For After School Club; to be responsible for collecting a group of children from their school and either walking or accompanying them on the minibus back to the site <p>Disability Services Specific:</p> <ul style="list-style-type: none"> ▶ Provide and supervise the hygienic provision of personal care, ensuring privacy, dignity at all time and recording in care plan. ▶ To receive medication from Parents/Carers, check, record and store safely following procedures. ▶ Administer, where necessary, after appropriate training, medication for children keeping accurate and up to date records. ▶ Assist with moving and handling of children/adults with restricted mobility, after appropriate training, including hoisting and use of mobility equipment. ▶ Provide high level of support for children/adults with complex needs, ensuring care plans and behaviour plans are understood and followed to meet individual needs. ▶ Regular use if aids to support communication and sensory impairment needs. ▶ Provide high level of diligence and surveillance for the child you are supporting, including personal hygiene, behaviour, nutrition, sensory and play needs, feeding back any new observations to the Leader. ▶ Accompany children/adults on trips, following procedures and policies, risk assessment and keeping them safe whilst providing high level of support. ▶ Supporting children/adults with eating and drinking as specified within their care plan and guidelines. ▶ Assisting children/adults to engage with activities providing appropriate support and help to achieve desired outcomes. <p>Youth Work Specific:</p> <ul style="list-style-type: none"> ▶ Actively engage young people in a wide range of youth programmes that promote personal and social development while providing challenge and enjoyment ▶ Deliver information, advice, or guidance to young people helping them access more specialist advice where appropriate ▶ Record evidence from sessions with young people to help complete assessments of performance and quality <p>Party Specific:</p> <ul style="list-style-type: none"> ▶ To be able to host the party family, to ensure their needs are catered for ▶ Ability to lead a large group of children with party games <p>Early Years specific:</p> <ul style="list-style-type: none"> ▶ To support the children’s key workers with reporting the child’s progress and stages of development ▶ After appropriate training be able to observe children and write observations about their activities which are sent to parents and carers and contribute to assessing their development.
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PERSON SPECIFICATION:

		Essential	Desirable	How measured (application, assessment, interview)
Qualifications, Education & Training:				
	Introduction to safeguarding children and safeguarding adults or willingness to undertake	X		Application, Interview
	Food hygiene training or a willingness to complete this	x		Application, Interview
	Child Care/Youth Work level 2 / 3 or equivalent qualification (or working towards)		x	Application, Certificates
	Relevant training in positive behaviour management, positive touch and epilepsy		x	Application, Certificates
	First Aid qualification		x	Application, Certificates
Experience				
	Experience of delivering activities for children and young people.	X		Application, interview
	Experience of positively managing children's behaviour in various situations	X		Application, interview
	Living or working experience with children or adults with disabilities and additional needs	X Disability role only	x	Application, interview
	Experience of planning, organising and carrying out tasks e.g. music, drama, art and cooking sessions.		x	Application, interview
	Experience face painting		x	Application, interview
	Experience of handling and administering medications		x	Application, interview
	Experience working in an educational, or social care setting.		x	Application, interview
Abilities, skills, and attitude				
	Knowledge of Safeguarding Children and Adults at Risk practice or willingness to learn	x		Application, interview
	Ability to always hold the well-being and positive development of children and young people as paramount.	x		Application, interview
	Knowledge of the importance of play and youth work for children and young people's development.	x		Application, interview
	Demonstrate a positive attitude and can-do attitude	x		Application, interview

	Commitment to equal opportunities, diversity and inclusion	x		Application, interview
	Good communication skills	x		Application, interview
	Ability to work independently and as part of a team	x		Application, interview
	Ability to maintain safe working practices	x		Application, interview
	Commitment to the YMCA's Values, Aims and Purposes	x		Application, interview
	Kind, Caring and committed to ensuring children's needs are the highest priority	x		Application, interview
	DBS check for working with children and adults at risk	x		Application, interview
	Meet all criteria of Children Act 1989 and 2004	x		Application, interview
	Good record keeping skills	x		Application, interview
	Willingness to work flexible hours		x	Application, interview
	Car driver		x	Application, interview