



Email: [jobs@spring-projects.co.uk](mailto:jobs@spring-projects.co.uk)  
Telephone: 01254 457026

## Activity Worker

### Sessional Staff

**Grade:** NJC Scale 5/6, £11 per hour

**Reporting to:** Line Manager and Spring into Phab Board of Directors

**Hours:** 5 hours per week - Monday (2.5 hours), plus 2.5 hours which can be flexible

**Location:** 3 hours in Clitheroe, 2 hours' flexible (including home working)

**Closing date:** \*\*\*5pm on 31<sup>st</sup> OCTOBER 2016\*\*\*

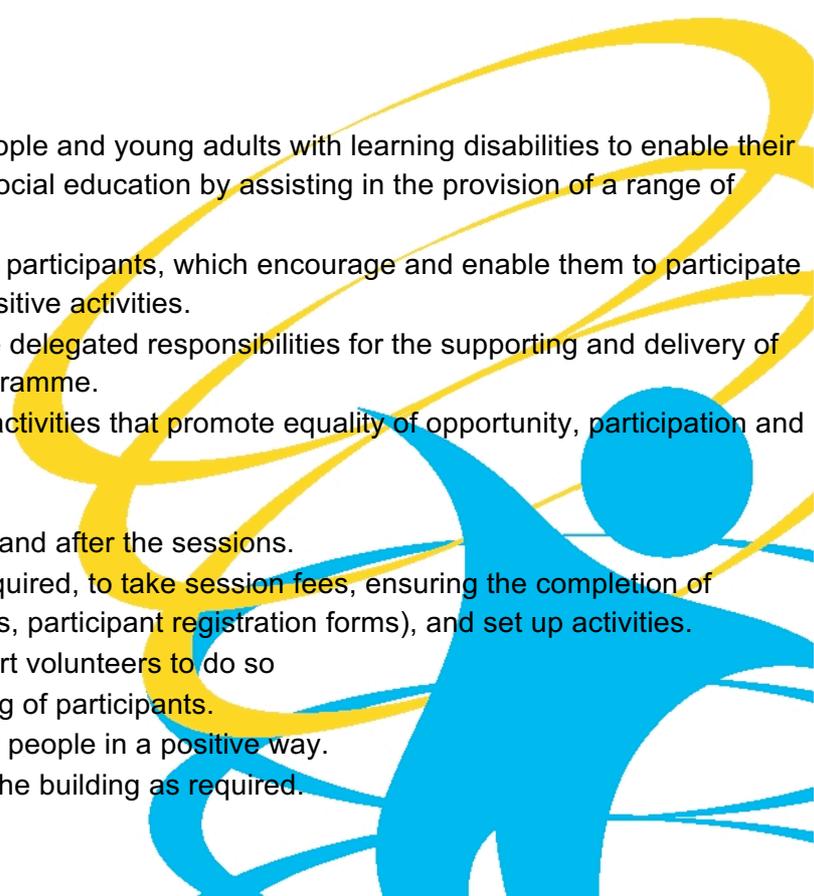
**Interviews:** Mid-End November, **Start date:** TBC

#### Main purpose of job:

To undertake duties and responsibilities, and implement the work plan, under direction and support from line manager relating to the delivery of the Spring into Phab services to children, young people and young adults with learning disabilities.

#### Responsibilities, duties and tasks:

- To work directly with children, young people and young adults with learning disabilities to enable their personal development, well being and social education by assisting in the provision of a range of positive activities.
- To establish and build relationships with participants, which encourage and enable them to participate in, and benefit from, a programme of positive activities.
- Under the direction of line manager take delegated responsibilities for the supporting and delivery of positive activities as part of a wider programme.
- To assist with a programme of positive activities that promote equality of opportunity, participation and responsibility.
- To open up and lock up venues
- To set up and tidy up equipment before and after the sessions.
- Assisting volunteers in their roles, as required, to take session fees, ensuring the completion of appropriate paperwork (session registers, participant registration forms), and set up activities.
- To bank session fees regularly or support volunteers to do so
- Ensuring the health, safety and wellbeing of participants.
- To promote equality and promote young people in a positive way.
- To escort participants to other areas of the building as required.



## General Duties:

- To be aware of the service targets and outcomes and assist in working towards their achievements.
- To assist with the carrying out of relevant administration procedures as required.
- To understand and adhere to all policies and procedures concerning the Safeguarding of children, young people and vulnerable adults in community settings.
- To maintain personal and professional development to meet the changing demands of the job, and participate in appropriate training activities as required.
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the post and/or as detailed in the organisation's Health and Safety Policy.

*This post is subject to a criminal record check under the arrangements established by the Criminal Records Bureau/Disclosure and Barring Service.*

## Person Specification

|                       | <b>Essential</b>                                                                                                                                                                                                                                                            | <b>Desirable</b>                                                                                                                                                                    |
|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Qualifications</b> | First Aid (or willing to undertake)                                                                                                                                                                                                                                         | GCSEs grade A-C in Maths and English (or equivalent)<br><br>Health and Social Care<br><br>Youth & Community Work                                                                    |
| <b>Knowledge</b>      |                                                                                                                                                                                                                                                                             | An interest in art/creative activity<br><br>An interest in sport and physical activity<br><br>Knowledge of safeguarding issues and requirements                                     |
| <b>Experience</b>     | Experience of planning activities<br><br>At least six months' experience in a similar role                                                                                                                                                                                  | Experience of working with people with learning disabilities<br><br>Experience of working with children and young people                                                            |
| <b>Skills</b>         | Excellent communication, listening and interpersonal skills<br><br>Excellent organisational skills<br><br>A willingness and ability to form effective working relationships with permanent employees, volunteers and casual workers.<br><br>A willingness to support a wide | Ability to contribute new ideas to enhance the programmes of work.<br><br>An ability to empathise and advocate for the needs of people with learning difficulties.<br><br>IT Skills |

|                   |                                                                                                                                                                                                                                                                                                  |  |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|                   | range of service users                                                                                                                                                                                                                                                                           |  |
| <b>Qualities</b>  | <p>Ability to work under own initiative and as part of a team</p> <p>Ability to maintain safe, quality environments</p> <p>To be reliable and honest.</p> <p>To be enthusiastic and friendly</p> <p>To be interested, motivated and committed.</p> <p>To be committed to Equal Opportunities</p> |  |
| <b>Commitment</b> | <p>Willingness to attend relevant training as required</p> <p>Ability to be flexible</p>                                                                                                                                                                                                         |  |