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## JOB DESCRIPTION

### Childrens Disability Delivery Coordinator / Senior Coordinator

**Salary:** Coordinator £26,000 - £28,000

Senior: £29,000 - £31,000 Level 3 professional qualification and a minimum of 2 years experience working and/or delivering services for CYP

**Hours of work:** 35 hours per week including one evening per week.

Term time hours: Wednesday – Sunday 09:00 – 17:00 **or** Tuesday – Saturday 09:00 – 17:00

School holidays hours: Monday – Friday 09:00 – 17:00

**Location:** Based from YMCA Sovereign Centre, Slipshatch Road, Reigate, RH2 8HA.

**Responsible to:** Disability Services Manager

**Responsible for:** Disability Leaders, Disability Seniors, Sessional Workers and Volunteers

**Job purpose:** To coordinate and deliver an exciting range of Short Breaks activity clubs for children and young people aged 5 - 18 with additional needs and disabilities.

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#### Main responsibilities:

- ▶ Plan and deliver a structured programme of enjoyable, recreational, high quality activities to meet the needs of children and young people with additional needs and disabilities who attend Short Breaks clubs
- ▶ Lead and line manage a team of workers and volunteers, and to assist in the recruitment and training of the Disability sessional team
- ▶ To coordinate and take responsibility for the planning, allocation of places, and staffing to ensure safe delivery of Short Breaks clubs
- ▶ Have responsibility for processing of new referrals, initial assessments and individual care plans and any associated risk assessments
- ▶ To develop strategies and behavioural support plans for young people attending activities and access YMCA Disability Services
- ▶ To be aware of Ofsted requirements and ensure Short Breaks clubs for children are compliant, with ongoing monitoring
- ▶ Administer medication for children and young people with health needs and undergo relevant training and transfer this knowledge onto the staff team
- ▶ Work closely with individual children and young people and their families to identify a range of social, recreational and leisure activities to meet the needs of young people and children
- ▶ Ensure that all young people are made to feel valued and enabled to develop and improve self-esteem, life skills, self-confidence and positive experiences
- ▶ To gain young people's feedback and capture their voice in shaping and evaluating future club sessions

- ▶ Work as part of the delivery team, initiate programmed activities, alongside additional opportunities
- ▶ To be responsible for the Health and Safety of children, young people and staff, above all, ensuring that Safeguarding Children and Safeguarding Adults at Risk policies are adhered to
- ▶ Provide information, guidance and advice for parent/carers about local services for young people and families
- ▶ Attend and participate in relevant internal/external meetings and forums related to the CYP services activities
- ▶ To provide operational Coordinator cover for other Disability Services or locations as required
- ▶ To undertake the role of Duty Officer at the Sovereign Centre, at times to be agreed with Disability Services Manager
- ▶ Undertake any other duties and responsibilities reasonably requested by the Disability Services Manager

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. This role will require an enhanced DBS disclosure with barring for children and vulnerable adults. We require you to understand and demonstrate this commitment and attend any required training. This is inline with our safer recruitment policy requirements

## **Benefits:**

### **Annual Leave**

Four weeks (pro-rata) plus bank holidays. Holidays increase after two years service to a maximum of five weeks pro-rata after six years service. The holiday year runs from 1 April to 31 March each year.

### **Free Gym Membership**

The post holder will be entitled to free use of the YMCA East Surrey fitness centre in Redhill and half price YMCA childcare for dependents.

### **Free Parking**

There is free parking available at The Sovereign Centre and at all our delivery site. YMCA East Surrey also operates a Bike to Work Scheme.

### **Pension Scheme**

There is a YMCA East Surrey pension scheme - details available on request.

Please see link for more details

## **Closing date and interviews:**

Closing Date: Wednesday 15 November 2023

Interviews: Thursday 23 November 2023

**Person specification (additional requirements for Senior Coordinators are highlighted)**

**Qualifications, training and understanding**

Essential	Desirable
<b>Senior Coordinator</b> - Minimum Level 3 professional qualification in Childcare, Social Work, Disability, Health or Social Care or Teaching Qualification (or equivalent) or	Relevant training regarding working with children and young people with SEND (e.g., First Aid, moving and handling, challenging behaviour, administering medication, etc.).
Commitment to complete a level 3 qualification relevant to children or health and social care	Level 4 qualification or above in relevant subject area
	Positive behaviour support qualification

**Experience**

Essential	Desirable
<b>Senior Coordinator</b> - Minimum of two years' experience of working with children and young people with additional needs in a play, educational or social care setting.	Experience of managing services, staff, young people with disabilities in a play, educational or social care setting.
Minimum of one years' experience of working with children and young people with additional needs in a play, educational or social care setting.	Experience of handling and administering medications.
Experience of dealing positively with young people with complex health needs and challenging behaviour.	Experience of leading a team of part-time staff or volunteers.
<b>Senior Coordinator</b> Experience of leading and managing a team of part-time staff or volunteers.	Experience of developing and implementing positive behaviour support plans
	Delivering training sessions
	Experience of networking and promoting services to individuals, families and other organisations

**Abilities, skills and attitude**

Essential	Desirable
Knowledge and experience of Safeguarding Children and Adults at Risk legislation and practice	
Proficient in a number of IT packages including Microsoft 365 and Word.	
Ability to hold the well-being and positive development of young people as paramount at all times.	
Knowledge of the importance person-centred practice	

Good time management skills.	
Strong written and verbal communication skills.	
Ability to work independently and as part of a team.	
Demonstrate a positive attitude and lead by example.	
Ability to monitor and maintain safe working practices.	
Commitment to the YMCA's Aims and Purposes.	
Understanding and commitment to equal opportunities, diversity and inclusion.	
Be able to remain calm in a crisis and handle difficult situations.	
Willingness to work flexible hours.	
Subject to a satisfactory Enhanced DBS with barred lists disclosure	