

Job Description and Person Specification



Job Title:	Children & Young People Coordinator– Short Breaks
Area:	Ashford and Swale, Canterbury and Thanet
Employed by:	Imago
Responsible to:	Children and Young People Operations Manager
Working Hours:	30hrs per week. Flexibility required to work Saturdays and occasional evenings

Background: Imago is a social action charity delivering an innovative range of services to individuals, voluntary and community organisations and private and public-sector agencies in Kent, East Sussex, Medway and London. Underpinning our work is a commitment to excellence, evidencing impact and safeguarding vulnerable people. We work with individuals, families, and communities to create change together.

Purpose of Role: To plan and deliver holiday and weekend activities for children and young people ages 9-18 years with an additional need/ disability, supporting personal and social development.

Responsibilities and duties

- Independently manage referrals; make initial contact with families, complete assessment and care plans; carry out home visits where needed; work with families to ensure needs of young person are met
- Plan, organise and deliver a programme of Saturday and school holiday activities within budgetary limits
- Complete risk assessments for activities; ensure access and health and safety requirements are met; arrange activity resources and refreshments as required
- Take responsibility for activity processes, including signing in/ out, medication, first aid, incident management; ensure safety of participants during activities
- Ensure all internal finance procedures are followed

- Support young participants to build confidence and self-esteem, and develop resilience; support appropriate peer interactions and behaviours
- Develop effective relationships with young people, families, and professionals
- Work with schools, communities and other agencies to increase awareness of service; attend events
- Maintain accurate records of referrals, engagement, outcomes and exits; input data into case management and performance systems; support programme monitoring, reporting and evaluation
- Support continuous quality improvement through feedback, case studies and service reviews
- Ensure that delivery aligns with delivery and safeguarding children and young people procedures and policies
- Work with an understanding of issues relating to lone working, data protection and confidentiality; and adhere to wider Imago policies and procedures
- Keep up to date with issues affecting young people, both locally and nationally
- Undertake relevant internal and external training
- Work with an understanding of cultural differences and how this may impact the support children and young people with an additional need/ disability receive and access
- Have a commitment to equal opportunities, ensuring services are accessible to all sections of the community

Essential skills and experience

- Relevant personal or professional experience of working with children and young people with disabilities in social care, health, education or voluntary and community sector
- Ability to work independently and as part of a team; to meet objectives, achieve targets and work to tight deadlines
- Excellent communication skills; adaptable communication styles

- A practical understanding of physical, emotional and attitudinal barriers facing children and young people with disabilities
- Confident working within professional boundaries
- Ability to stay calm in challenging situations and have a measured response
- Able to motivate and empower others
- Proficient in using Word and Excel, with experience of using a database
- Ability to forge effective relationships at all levels and across boundaries
- Good level of education
- Valid UK driving licence and access to own vehicle; willing to drive a minibus (full training provided)

Desirable experience

- Experience of managing volunteers
- Knowledge of policy and legislation relating to children and young people with disabilities

To apply, please send your CV with a covering letter to:

jobs@imago.community

Post is subject to references and a satisfactory enhanced Disclosure and Barring Service check