

# Job Description and Person Specification



<b>Job Title:</b>	Children & Young People Coordinator– Short Breaks
<b>Area:</b>	Ashford and Swale, Canterbury and Thanet
<b>Employed by:</b>	Imago
<b>Responsible to:</b>	Children and Young People Operations Manager
<b>Working Hours:</b>	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](mailto:jobs@imago.community)

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

# Job Description and Person Specification



<b>Job Title:</b>	Children & Young People Coordinator – Short Breaks Family Days
<b>Area:</b>	Kent wide
<b>Employed by:</b>	Imago
<b>Responsible to:</b>	Children and Young People Operations Manager
<b>Working Hours:</b>	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 (ages 5-18 years) with an additional need/ disability, and their families. To provide opportunities for families to network and form a community with other families while accessing local provisions, venues and fun activities.

## Responsibilities and duties

- Independently manage referrals; make initial contact with families, complete assessments; carry out home visits where needed; work with families to ensure needs of young person are met
- Plan, organise and deliver a programme of early evening, Saturday, school holiday family group 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, first aid, incident management; promote safety of participants during activities

- Ensure all internal finance procedures are followed
- Facilitate interaction and networking at Family Days
- Develop effective relationships with young people, families, and professionals
- Work with schools, communities and other agencies to increase awareness of service; attend events
- Provide additional delivery support for Imago's Saturday and holiday activities for children and young people
- 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 evaluation
- 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
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