

Job Title:	Activity Leader
Annual salary:	£5,527 gross per annum (39 weeks in term time + equivalent of 1 weeks hours worked over school summer holidays)
Hours Per Month:	Minimum 32 hours per month (approx. 8 hours per week). Weekly Zoom team meeting (mid-week), with 1 in-person meeting per month. The majority of hours are to be worked at weekends leading activities.

Job Description

ROLE

Working in close liaison with the CEO, Chair and Activities Manager, the post holder will be responsible for the management of activities throughout the year. Activity delivery and supervision during structured activity workshops, youth sessions, trips and events taking place at weekends and some evenings.

RESPONSIBILITIES

- Supporting the Activity and Volunteers Manager in planning the Programme of Activities
- Management and co-ordination of Activity Volunteers/Support Workers, BSL Interpreters and specialist workshop providers
- Liaison with Attractions/Venues and representatives
- Pre-visits to venues
- Conducting risk assessments and delivering Deaf Awareness to organisations
- Delivering Health and Safety Briefings to volunteers and activity staff
- Liaison with parents/carers in partnership with Parent Liaison Officer
- Engaging and motivating children and young people
- Safeguarding of children, young people and volunteers
- Attendance of training sessions where relevant

Preparation and Evaluation of Activities

- Attend and contribute to Activity Team Meetings
- Write detailed evaluation reports on monthly activities to present at Activities Team Meetings

- Attend weekly team meetings
- Collection and return of activity resources as necessary
- Carrying out fast feedback evaluation exercises
- Prepare and conduct regular polls with members regarding future activities

Qualifications and Skills

Candidates need to be highly motivated, able to deliver to instruction and on their own initiative, and have the ability to delivering in a challenging environment.

- At least 1 years Activity Leading experience
- Experience of working with children and young people age 0-25
- Experience of managing a team
- Good written and communication skills
- Excellent people skills
- Excellent organisational and decision-making skills
- Ability to work independently and as part of a team
- Ability to motivate children and young people
- Ability to engage with and take feedback from young people
- Reliable and committed
- Ability to deliver Deaf Awareness
- Ability to carry out risk assessment
- Knowledge of children with special educational needs/disability (desirable)
- BSL skills (desirable)
- Use of social media and website management (desirable)
- Full Driving License

APPLICATIONS

- Cover letter detailing your experience and skills relevant for this post
- Curriculum Vitae
- Name, email and phone number for 2 references (1 of which must be a work reference)
- Email to Deb Walker: ceo@lollipoppyork.org.uk