



Friends for Leisure

Activity Coordinator Recruitment Information

1. Your Application

Thank you for your interest in the position of Activity Coordinator with Friends for Leisure.

We are looking for a new member of staff to fill a key role in the charity; an Activity Coordinator to plan, deliver and evaluate inclusive group activities for disabled children. We are looking for someone who is passionate about services for disabled young people, who would enjoy the chance to make a real difference to people's lives and raise awareness of equality in the wider community.

On the following pages you will find all the information you need to apply for this role, along with information about the recruitment process and key dates.

To apply, you should submit only the application form, which is a separate document and can be downloaded from our website. **No CVs will be read or considered.** The application form includes a section of personal details, which are required, and an equalities section which is not mandatory. These two sections will be removed from the application form before shortlisting takes place.

All applications should be sent to Jade Angell-Jones at the charity's address or by email to jade@friendsforleisure.org.uk. Please mark any envelope and email subject with "Confidential – Job Application".

Other documents, which are on the charity's website, and which you need to read and consider are:

- Safeguarding Policy; and
- Equality and Diversity Policy

Note that the deadline for applications is always 12 noon on the closing day, and applications submitted after this time will not be considered.

If you want to speak to me directly, then I can be contacted on 01260 275333.

I hope after considering the information in this pack, you continue with your application.

Yours,

Gillian Jones, Manager

2. About Friends for Leisure

Friends for Leisure is a dynamic charity, local to Cheshire East Borough and based in Congleton. Families come to us when they see that their disabled child is struggling with their social life. This could be because their child travels out of area for their education, so he/she doesn't get to know other children in the neighbourhood. Or it could be because they are seen as "different" at their local school, and are therefore excluded from social activities. It may also be because the young person has an Autism Spectrum Condition, which can mean that they struggle with communication and don't understand the need for friends. The outcomes are often loneliness, isolation, under-developed social skills and mental ill-health. We work with young people from 5 to 21 years old and currently, we have 265 young people registered with the charity.

Our goals are:

- to provide everyday leisure activities that other young people take for granted, and from which disabled young people are often excluded;
- to provide opportunities for disabled young people to make friends with each other, and with members of our extensive team of volunteers, 80% of whom are under 21 years old themselves;
- to address issues of attitude and behaviour towards disabled people by providing disability and inclusion workshops in schools, colleges and with other organisations.

3. Key responsibilities

This is wide-ranging role with significant opportunities working closely with the Manager and other team members to ensure that the charity's group activities improve outcomes for disabled children and their families.

- Ensuring that the views of young people and their families are taken into account in the design, development, delivery, improvement and evaluation of all activities.
- Develop and deliver disability awareness sessions in schools and colleges.

4. Description

Main duties

- Plan, implement and evaluate group activities (including youth groups, bowling and holiday activities) for disabled young people. Planning will involve cost analysis and other resource considerations, including adequate staffing.
- Coordinate the production of the termly activity flyer and updates to the website and social media.
- Liaise with colleagues to develop opportunities across the borough and to identify suitable volunteers to support group activities.
- Undertake risk analyses to ensure that adequate controls are in place for staff, young people, families, providers and volunteers who are participating in activities.
- Where appropriate, advise parents/carers/providers of their roles and responsibilities and offer support where necessary.

- Liaise with mainstream leisure providers to encourage inclusion and integration of disabled children and young people. Where appropriate, identify the need for FFL support.
- Work with teachers, employers, leisure providers and other relevant professionals to improve understanding of the barriers to inclusion and issues faced by disabled people.
- Plan, deliver and evaluate CYG, Macclesfield bowling and Macclesfield YG. When required, deliver other group activities.
- Ensure that accurate records are maintained in accordance with FFL procedures.
- Provide relevant Management Information for the monthly statistics, funding applications and funding reports.
- Develop performance measures to help to evaluate the success of the work.
- Work according to set quality standards, seeking regular feedback from young people and families and taking remedial action as necessary.
- Seek out networking, fundraising, marketing and partnership opportunities for FFL.
- Adhere to FFL policies and procedures, including equal opportunities, confidentiality, health & safety and safeguarding policies.
- Work as part of the FFL team and promote the values and aims of Friends for Leisure.
- Carry out any other appropriate duties as directed by the Manager.

Learning and development

- Identify and implement own learning and development needs.

Charity trustees

- Attend meetings with the charity trustee board as and when required.

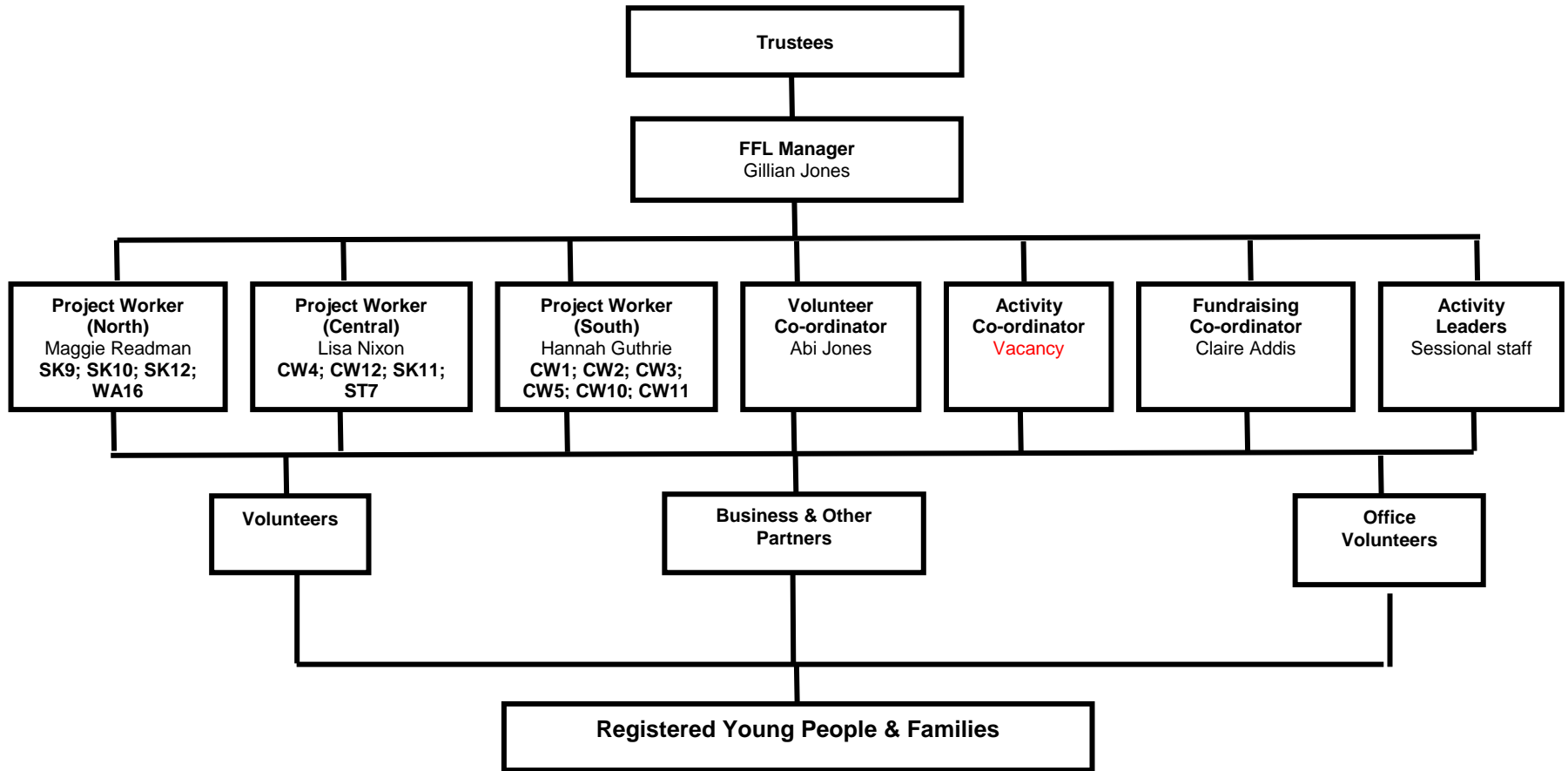
Other requirements

- A current full driving licence and access to own vehicle.
- Eligibility to work in the UK.
- Application for an enhanced DBS check.

5. Person Specification

Criteria	Essential	Desirable
Skills Required	<ul style="list-style-type: none"> • Excellent communication skills - verbal and written - including the ability to interact with self-assurance with a wide range of people. • Ability to plan and organise a varied and busy workload, including handling conflicting priorities and meet deadlines. • Good IT skills, including working knowledge of Word, Excel, PowerPoint and Access. 	<ul style="list-style-type: none"> • Strong administrative skills. • Ability to develop a creative approach to continuous improvement • Networking skills
Qualifications	<ul style="list-style-type: none"> • A good record of education 	<ul style="list-style-type: none"> • Relevant professional qualification. • Evidence of recent, relevant professional development.
Knowledge	<ul style="list-style-type: none"> • Good understanding of the voluntary sector. • An understanding of the importance of confidentiality. • An understanding of and commitment to the principles of safeguarding children and young people. 	<ul style="list-style-type: none"> • Knowledge of local leisure providers.
Relevant Experience	<ul style="list-style-type: none"> • Working with children and young people. • Organising, delivering and evaluating activities. • Risk assessment procedures. • Experience of managing and supervising freelance staff/volunteers • Participation of children and young people in the design, delivery and evaluation of activities. • Experience of building and maintaining good relationships with colleagues and the wider community. 	<ul style="list-style-type: none"> • Working with disabled children and young people. • Working in the voluntary sector. • Providing evidence to demonstrate outcomes. • Valuing and supporting team and multi-agency working/partnership working.
Personal Qualities	<ul style="list-style-type: none"> • Ability to work independently on own initiative, with the minimum of supervision and also to contribute as part of a team. • Resilience. • Good sense of humour. • Commitment to person-centred values. 	<ul style="list-style-type: none"> • Willingness to work in the evenings, at weekends and during school holidays on a regular basis. • Ability to challenge discrimination, prejudice and oppressive behaviour.
Special Attributes	<ul style="list-style-type: none"> • Enthusiastic/highly motivated. • The ability to commit to, and work within, the aims, principles and policies of Friends for Leisure. • Commitment to equality of opportunity. 	

6. Organisational Structure



7. Recruitment Process

The following timescales apply to the role of Activity Coordinator.

Closing Date
12 noon Friday 1 st February, 2019

Shortlisting
to Wednesday 6 th February, 2019

Interviews
Week commencing 18 th February, 2019

8. Charity information

Charity number:	1068991	Date of charity registration:	1 April 1998
Address:	Albert Chambers Canal Street Congleton CW12 4AA	Email:	info@friendsforleisure.org.uk
Telephone:	01260 275333	Website:	www.friendsforleisure.org.uk
Facebook:	/Friends.For.Leisure	Twitter:	@Friends4Leisure
		Instagram:	@FriendsForLeisure