

**33 Priory Grove, London SW8 2PD       020 7622 8756** [**HR@oasisplay.org.uk**](mailto:HR@oasisplay.org.uk) **oasisplay.org.uk**

**Short Breaks Manager - Vacancy**

**£33,000 per annum, 35hrs per week, Tuesday - Saturday 10-6pm (Term time Mon- Friday)**

We are looking for an exceptional, creative and passionate Short Breaks Manager to work for a fantastic charity offering fun and inclusive play opportunities for disabled and non-disabled children. You will be based in Bolton Crescent, SE5 but may be required to work at other sites if needed.

**JOB DESCRIPTION**

**JOB TITLE** Short Breaks Manager

**ACCOUNTABLE TO** Head of Access & Support

**OVERALL JOB PURPOSE**

* To provide a high quality, holistic and seamless inclusive, play service which is delivered across all Oasisplay’s projects for disabled children and young people.
* Ensure that children are effectively supported and that the service is run safely and that all appropriate risk assessments are completed.
* Promote inclusion and disability awareness across the organisation.

**DUTIES AND RESPONSIBILITIES**

1. External
   1. Represent Oasis to the public, external stakeholders and interested parties as required.
2. Development
   1. Keep up to date with and implement new legislation and ‘best practice’ recommendations.
3. Facilities
   1. Support the maintenance of facilities.
   2. Ensure that all travel arrangements for disabled users work efficiently.
4. Staff
   1. Support the recruitment of new staff in collaboration with site managers.
   2. Consult with senior staff over any changes to established ways of working and over any proposed new activities.
   3. Maintain an overview of staffing on each site support site managers with staffing as necessary.
   4. Maintain a Staff database and record of hours worked by the play work team.
5. Users
   1. Work directly with disabled and non disabled children and young people as required to develop and maintain an excellent understadning of the users and the services. ( Support worker on Saturdays plus 2 after school sessions)
   2. Liaise closely with users, parents and carers and local authority over the user’s needs, aspirations and wellbeing.
   3. Maintain a database of disabled users and disseminate to other staff as appropriate.
   4. Manage referrals and assessment of potential users, liasing with social service teams as necessary.
   5. Promote Oasis services to new users and their families.
   6. Coordinate the monitoring and progress reporting of all short Breaks children.
6. Policies and Code of Practice
   1. Maintain and disseminate Oasis’s agreed policies and Code of Practice, and propose any changes to these to the Director.
7. Administration and financial control
   1. Ensure that the general administration and financial control of the Short Breaks service is run efficiently.
   2. Record, track and report on 1:1 returns each month.
   3. Liaise with parent/carers, local authorities, social workers or other relevant bodies to ensure that individual funding arrangements are clear and effectively administered.
   4. Provide the Management Committee with regular reports in the agreed form.
   5. With other senior staff, plan and manage special events both at the projects and off site.
8. Fundraising
   1. Contribute towards fundraising activity when necessary and lead on initiatives that support inclusive play services at Oasis.

**Person Specification:**

1. Significant experience of playwork and of working with disabled children and their families. (Essential)
2. Experience of understanding and identifying the needs of disabled children and planning support to meet their needs. (Essential)
3. A recognised qualification in playwork, childcare, a related field or willingness to work towards one. (Essential)
4. Experience of working in a multi agency environment e.g. health, social care, education or third sector organisations. (Essential)
5. A commitment to inclusive play, and to the continuing need to address social inequalities. (Essential)
6. The capacity to lead a team and work in partnership with Oasis project managers at each site. (Essential)
7. Ability to manage the administration, IT, HR, health and safety of the OIP team and undertake direct work with disabled children and young people. (Essential)
8. Effective communication and presentaion skills both verbal and written, providing clear information, advice and guidance to members of the public (Essential)
9. Proficient use of Information technology - Good working knowledge of MS outlook, MS word and Excel packages. (Essential)
10. Ability to priortise workload and manage time efficiently. (Essential)
11. Willingness to work unsocial hours when the need arises. (Essential)
12. Full driving licence (Desirable).

**Special Requirements**

1. This job will require an enhanced CRB disclosure.
2. Candidates must have eligibility to work in the UK.

**Oasisplay is an inclusive employer and welcomes disabled people. Please get in touch if you have any support or communication needs you would like to discuss with us**.

Please download an application pack from our website [www.oasisplay.org.uk](http://www.oasisplay.org.uk) or contact [HR@oasisplay.org.uk](mailto:HR@oasisplay.org.uk) for an application pack. Please make sure you read the full job description and ensure your application shows how you meet our specification.

**Closing date: 11:59hrs Sunday 26th September 2021**

**Interviews will be held on Wednesday 29th September 2021. Start date: ASAP**