**Job Title** Children and Young People’s Team Leader

**Responsible to**  Board of Trustees/Directors

**Accountable to** Projects Officer

(£15 per hr) = £ 4680.00 per annum - 3% pension contribution.

A minimum of 6 hrs per week with the possibility of additional hours as the role develops

Annual leave entitlement – 43 hours

A recognised play qualification – minimum NVQ level 3 Play work or equivalent is required.

Post is available immediately.

**Background:**

The South Mitcham Community Association (SMCA) is a small charity with a big impact. We are based at the South Mitcham Community Centre on the Phipps Bridge Estate in Mitcham. The SMCA has been delivering services to the community for over 40 years. Following a recent restructure, we are looking to recruit a Children and Young People’s (CYP) Team Leader. The successful post holder will be a key component of the SMCA’s ambitions and successes in the future. They will be responsible for all activities that relate to children and young people. These will include:

* Organising specialist play and youth sessions to be delivered during the school holidays and at other identified times.
* Developing our Saturday Children and Young People’s (CYP) programme (Saturday Play Club) for 6-13 years old.
* Leading our team of sessional play/youth work staff/volunteers.

We are seeking someone with experience, enthusiasm, vision, drive, and confidence to make this project a success. Someone who understands the importance of play and positive activities in supporting children’s development and well-being.

This post is part of SMCA’s strategic development and response to local borough priorities; it is re-enforced by feedback collected from community centre users where activities and projects for children and young people were identified as a gap in our programmes. The work fits within the SMCA’s ambition of being the well-being hub for all the community.

Saturdays at the community centre are dedicated to CYP, helping to give them a better sense of relationship/familiarity and connection with the centre. The launch of the Saturday Play Club at the beginning of March generated a lot of interest and participation is building. Working closely with the Projects Officer, our enthusiastic support team and CYP you will shape and deliver activities that start to make a positive difference in CYP’s lives. You will be familiar with the Playwork Principles and use this as a framework to design and deliver activities. Design ideas to date include, sports, arts and crafts, dance and drama, focused work with vulnerable young people, games sessions, cinema slots, trips and outings.

You will be an essential part of the SMCA team, and whilst the work is distinct, we are looking for someone who is a team player, will help with members of the community and step in when needed.

You will have a play or youth work qualification (NVQ 3 level or equivalent), be experienced in leading a team of sessional staff/volunteers and be skilled at engaging CYP (in particular those from hard-to-reach groups).

You will be able to plan a programme of positive activities, engage and encourage CYP’s participation, and be skilled in collecting and analysing feedback in terms of difference and impact.

You will need to build positive relationships with parents and carers and be a link between partners and the rest of the SMCA activities.

You will work closely with your SMCA colleagues and the Board of Trustees/Directors to embed the Community Centre as the central wellbeing hub for local residents and wider community members**.**

**Main responsibilities**

* You will create and deliver a varied weekly play/activity programme, promoting inclusion and maintaining equality of opportunity for all children, young people and their families.
* You will ensure that SMCA CYP projects have the right resources and equipment needed to deliver successful sessions and will carry out risk assessments associated with the activities being delivered.
* You will act as the designated Safeguarding and First Aid lead during the session
* You will ensure good standards of hygiene are followed and that equipment is safe and regularly checked as recommended in relevant legislation and guidelines.
* You will help prepare and fully set out the session rooms appropriately before the session commences and tidy up after the session ends.
* You will lead a team of sessional staff and volunteers ensuring that they are comfortable and confident in their roles and feel part of the SMCA team.
* You will carry out support/supervisions for staff (including appraisals where applicable).
* You will provide a welcoming and inclusive environment and deal sensitively and appropriately with any complex and challenging issues which may arise.
* You will be responsible for CYP activity budgets and report on spend to the Projects Officer and GOM as appropriate.
* You will collect feedback and user information to support with evaluation, monitoring and impact reports.
* You will liaise with, and support, existing partners working with CYP.

**Additional duties**

* You will act as the nominated Health and Safety lead and provide information to users about this.
* You will share responsibility with the Support Officers for keeping the Community Centre premises at a high standard of cleanliness, in good order and hazard free, ready for use by all Community Centre users.
* You will liaise with, and report to, senior management on a regular basis.
* You will attend regular team meetings.
* You will be a keyholder responsible for opening up on time to admit users and for securing the building at the end of your shift, following all security procedures.
* You will carry out emergency procedures in the event of a fire, flood, break-in, accident or major damage.

You will be expected to take part in planning meetings/away days. You will be expected to undertake training to enhance or keep current your knowledge and skills base. You will be able to cover varied posts in times of absence. You will carry out any other duty reasonable requested.

**General Conduct**

* You will maintain a strong work ethic, being punctual, reliable, and observing SMCA’s policies and procedures at all times.
* You will be professional in your approach, maintaining the confidentiality of SMCA’s business, and that of Community Centre users, colleagues and volunteers at all times.
* You will be polite, approachable and helpful showing enthusiasm and demonstrating a can-do attitude.
* You will contribute to a positive work environment, communicating effectively, and building positive working relations, with Community Centre users, staff, volunteers and trustees to promote the smooth and safe running of the Community Centre.
* You will implement the SMCA’s equalities and diversity commitment through all work areas.

**Experience and Personal Attributes**

You will have experience and/or knowledge at an appropriate level of:

* Implementing play principles within a delivery framework with a recognised play qualification - minimum NVQ Level 3 Play work or equivalent.
* An understanding of SEND and an inclusive approach in supporting children with SEND conditions.
* Liaising with parents/carers of children and young people attending play/activity provision and promoting positive relationships.
* Health & Safety and risk issues relating to delivering play and other activities in a community centre environment.
* Awareness of and implementing safeguarding policies and procedures.
* Self-confidence and the ability to relate well to outside agencies and professionals.

**Other**

* You will need an appropriate level of fitness to be able to lift and move equipment, some of which may be heavy.
* You will be able to cover other members of the support team in times of absence (sickness and annual leave)

The CYP Team Leader Person Specification is below.

CYP Team Leader Person Specification

|  |  |  |  |
| --- | --- | --- | --- |
| Skills and Experience/Qualification | Essential | Desirable | Assessed  |
| Playwork NVQ level 3 or equivalent  | Y |  | A |
| Understanding of the playwork principles and child development | Y |  | A/I |
| Experience of managing a staff/volunteer team | Y |  | A/I |
| Understanding of Safeguarding, Health and Safety/Risk management | Y |  | A/I |
| Experience of co-producing a varied play programme | Y |  | A/I |
| Experience of monitoring requirements and measuring impact |  | Y | A/I |
| Ability to implement diverse and inclusive programmes  | Y |  | Y/I |
| Ability to work as a team player | Y |  | A/I |
| Experience of managing a budget |  | Y | A/I |
| Skilled in engaging and encouraging CYP participation |  | Y | A/I |
| Ability to uphold standards of honesty and trustworthiness and lead by example | Y |  | A/I |