

JOB DESCRIPTION – SCHEME DEPUTY LEADER

Thank you for your interest in working at Challengers. Please read our guidance notes and the following job description before completing your Application Form.

For more information about working at Challengers, as well as information about the charity, visit www.disability-challengers.org, or email work@disability-challengers.org, or call 01483 230 938.

Reporting to: You are responsible to the Scheme Leader. In her/his absence you will report to, and work in close liaison with, the Operations Director Disability Challengers Leisure Development Officer, Operations Director and ultimately to the Chief Executive Officer.

Main purpose: To assist and support the scheme Leader to ensure the effective and efficient day-to-day management of Disability Challengers' schemes – ensuring the delivery of high quality and creative leisure activities for children and young people. To deliver schemes and conduct yourself in accordance with Disability Challengers' Policies and Procedures.

DUTIES, RESPONSIBILITIES AND FUNCTIONS

Activities & environment – Children need and deserve a varied and high quality play and leisure programme. The deputy will support the Leader researching and inspiring fun and creative activities that excite and 'wow' children – identifying toys and equipment to facilitate activities. The Deputy will support the Leader to provide and maintain a physical environment that is cared for, respected and valued by children, staff and visitors. An efficient and well cared for environment will allow staff to deliver effective play and youth work.

Staff – The Deputy will support the Leader to manage a team of staff who are often young themselves. Children – Children and young people at Challengers should feel welcome, safe and that they 'belong'. The Deputy, with the Leader, will support a staff team to deliver a supportive environment where children feel confident, happy and able to challenge their limits. Challengers should be a place that children and their families want to return to.

The specific duties that the Deputy Leader will undertake include, but are not limited to, are as follows:

1. To assist the Leader in the development of creative and stimulating activities and programmes, in line with Good Practice and in consultation with children and their families.
2. To assist the Leader with liaison between the Scheme, children and their parents, teachers, schools, local authority departments, other Centres and organisations in the locality.
3. To work harmoniously as a team under the general direction of the Leader, but also to have the ability to motivate and manage a team of people in the absence of the Leader.
4. To assist with the supervision and training of workers, volunteers and students on placement.
5. To encourage and facilitate effective working relationships between staff members and to assist the Leader with staff matters.
6. In conjunction with the Leader ensure that holiday programmes – including projects, outings, entertainments, workshops and residential trips are planned and properly executed.

7. To encourage voluntary support for the Scheme, to assist with the supervision of voluntary helpers and welcome visitors.
8. In conjunction with the scheme Leader and Play and Leisure Team ensure the maintenance of the Scheme site, building and equipment is in a safe and satisfactory condition and to be responsible for the implementation of Health and Safety requirements at the Scheme.
9. To maintain the security of the building and site at all times, including the supervision of all visitors, to ensure the complete safety and welfare of the children.
10. To ensure that full use is made of the Scheme facilities.
11. To participate in the running and development of Disability Challengers as appropriate, and provide such information as the Leader, Chief Executive, Chairman of the Association or Trustees require.
12. To undertake such other duties as they become necessary from time to time. These may include help with fundraising activities and other events which promote the charity to the public.

PERSONAL SPECIFICATION

Qualities, character, attitude and experience of a Disability Challengers staff

1. Able to demonstrate the skills necessary for staff supervision and to organise and undertake a range of administrative and liaison duties. Previous experience of leadership, in a similar situation, would be desirable.
2. The ability to plan creative and stimulating work programmes, lead, motivate, support and supervise staff, and delegate work to other team members, in support of the Leader.
3. Able to show a capacity to work in, and assist leading, a small team, be adaptable and able to work in a disciplined way in an informal working environment.
4. An understanding and appreciation of the experience of disabled, young people and their families.
5. The applicant must demonstrate a capacity for the enthusiasm and energy that children require of their playmates.
6. First Aid qualification is desirable or a willingness to be trained.