JOB DESCRIPTION – SCHEME 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 Challengers Leisure Development Officer, Operations Director and ultimately to the Chief Executive Officer.

Liaise with: Play and Leisure Team, Administrative Team, Fundraising Team, Chief Executive Officer and health/social service/education professionals as appropriate.

Main purpose: To oversee the 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 Leader is responsible for researching and inspiring fun and creative activities that excite and 'wow' children. The Leader will identify toys and equipment to facilitate activities. It is the Leader's responsibility 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 Leader has an important role in supporting a team of staff who are often young themselves. The Leader is responsible for the day-to-day supervision and oversight of staff at Disability Challengers.

Children – Children and young people at Challengers should feel welcome, safe and that they 'belong'. The Leader will support a staff team to provide a supportive environment where children feel confident, happy and able to challenger their limits. Challengers should be a place that children and their families want to return to.

Environment, venue, site and property maintenance

1. Responsibility for the maintenance of the fabric and security of buildings and sites used by Disability Challengers.
2. To support staff teams to maintain a clean, tidy, secure site and environment – treating all buildings, structures, toys and equipment used by children with respect and care.
3. Responsible for supporting the staff teams to comply with the Health and Safety at Work Act (see Disability Challengers Health and Safety Policy and Procedure) – including Fire Drills for each site.

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4. Conduct and oversee regular inspections and maintenance routines for toys, equipment, sites and buildings.
5. All damaged or dangerous equipment or facilities should be reported to the Leader's line manager and/or the Operations Director.

Staff

1. To be a role model to all staff and to provide ongoing support and encouragement to the staff team in an appropriate manner.
2. To inform the line manager and/or the Operations Director of any complex staff support issues.
3. Identify and priorities training needs of staff and to liaise with Operations Director and the Play and Leisure Team to deliver appropriate training and induction to staff.
4. Attend regular internal and external training to develop skills, competence and approach to role.
5. To be responsible for a rota that ensures an appropriate number of staff, of sufficient experienced and competence to deliver activities and provide care for children.
6. Monitoring staff hours, holidays and sickness – ensuring that staff time sheets are kept accurately and up-to-date and prepared for the Finance Officer's payroll.
7. To motivate, guide and encourage staff and facilitate effective working relationships between staff members (deputies, workers, student placements and maintenance people).
8. Chair the briefing (morning), debrief (afternoon) and Team Meetings (weekly) at which you will discuss any issues arising at the scheme, allocate the workload and disseminate relevant information needed for the effective and efficient delivery of activities for the day or coming period.

Activities

1. In discussion with the Leader's line manager and/or the Operations Director, to be responsible for the effective liaison and working arrangements between the play or youth setting, children, young people and their parents. As necessary to develop a working relationship with teachers, schools and other organisations in the locality.
2. To be responsible for the development of creative and stimulating projects and activities for the children that represents Good Practice and in consultation with children, families, schools and other agencies/organisations.
3. To ensure that holiday programmes, including projects, outings, entertainments, artists, workshops and residential trips are planned and properly executed within an agreed budget.

Children

1. Liaise on a regular basis with the line manager and/or the Operations Director regarding any issue where you require support to provide a service to children and young people at Challengers.
2. To be responsible for and to support staff to protect children from harm. The Leader is responsible for reporting any concern about a child's welfare or safety in accordance with Disability Challengers' Child Protection Policy and Procedures and local authority procedures for protecting children from harm.

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3. Ensure that children's information is up-to-date and disseminated to staff appropriately at team meetings and 'on the ground' to support of staff.
4. To supervise all aspects of care of children and young people (including administration of medication) who attend Disability Challengers' schemes – positively encourage and support children to fully realise their abilities in a fun and happy environment.

Management and administration

1. To assist, as required, the Operations Director and any Administrative support staff to maintain records of attendance, income, expenditure (including petty cash) and general correspondence.
2. To be responsible for the effective liaison and working arrangements between the Disability Challengers schemes, children, their families, schools, local authority departments, other centres and other organisations in the locality.
3. To report (in writing and in meetings as required) regularly to the line manager and/or the Operations Director to ensure that she/he is aware of all significant developments and events at schemes for which you are responsible.
4. To represent Disability Challengers at meetings with external agencies as appropriate.
5. Ordering and sourcing equipment that it 'fit for purpose' and within the budgets agreed with the Operations Director.
6. To deliver schemes in accordance with Disability Challengers' systems, policies and procedures. And to participate in and contribute to the development of Disability Challengers schemes and systems.

Conduct

1. To conduct yourself and represent the Charity in a manner which reflects all the values and principles of The Challengers Approach. The Leader will be a 'champion' of The Challengers Approach.
2. To undertake such other duties as they become necessary. 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 Challengers staff member

1. Able to demonstrate the skills necessary to motivate, encourage, lead and supervise the staff team in a professional manner in an informal working environment. Previous experience of leadership in a play or youth environment is desirable.
2. Ability to perform basic administration duties – authorising time sheets, completing forms and liaising with parents and the Play and Leisure Team.
3. Commitment to the development of high quality (interesting, fun and creative) play opportunities for disabled children. The ability to plan varied play and youth programmes and delegate work to other team members.
4. Experience of play and youth work. It is desirable that applicants have experience working with disabled children and young people.

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5. An understanding and appreciation of the experience of disabled, young people and their families – a practical appreciation of the barriers to inclusion that disabled children and their families experience.
6. An understanding of the importance of all children's need to play and how play and youth staff can support children and young people to do so.
7. Prepared to use skills you have – these may include the arts, sport, gardening and computing.
8. Demonstrate a capacity for the enthusiasm and energy that children require of their playmates – join in, play with, get involved and get to know the children and young people who attend Disability Challengers schemes.
9. Prepared to attend training and to learn new skills with which to develop an understanding of good practice in play and leisure for disabled young people – including Child Protection, Disability Equality, First Aid and Good Playwork.
10. The ability to drive a Challengers vehicle/minibus is desirable.

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