

JOB DESCRIPTION

CASUAL ACTIVITY LEAD



Job Title: Casual Activity Leaders
Post No: Various
Salary: £11.00 per hour
Job Status: Casual Staff
Responsible to: Operations Manager

Job Purpose:

- To support Hartlepool Carers in delivering a wide range of activities for children and young people with caring responsibilities

Responsible for:

1. To be responsible for the planning and delivery of activity sessions.
2. To demonstrate exceptional levels of customer care at all times.
3. To champion Hartlepool Carers and maintain good public relations.
4. To be well presented at all times.
5. To be aware and comply with all relevant Health and Safety Regulations.
6. To attend work punctually according to the work rotas you are given, including evening and weekend work.
7. To be responsible for completing and returning all necessary forms, including register of participants, feedback questionnaires etc.
8. To be responsible for setting up required activities for each session and ensure that it is safe for use at all times.
9. To ensure that all accidents and incidents are recorded and reported appropriately.
10. To attend training identified as necessary and participate in team meetings.

This Job Description summarises the major responsibilities of the post. It is not intended to exclude other activities, nor future changes from the post holder's responsibilities.

DISCLOSURE & BARING SERVICE

Appointment to this post is subject to the receipt of an Enhanced Disclosure & Barings System check.

To apply please send your CV and covering letter to staff@hartlepoolcarers.org.uk or send direct to Hartlepool Carers 19a Lowthian Road Hartlepool TS24 8BH.

If you would like to discuss the role further, please contact Paula Fewster on (01429) 283 095.

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PERSON SPECIFICATION

Post: Activity Leader

Selection Criteria:		Essential/ Desirable E/D	Means of Assessment: Application/Interview/ Presentation/Test/ Production of Certificate A/I/P/T/C
Qualifications:			
1.	A recognised Level 1 qualification in play/sport or childcare.	E	A/C
2.	A recognised 1 st Aid Qualification.	D	A/C
3.	Other contemporary training with relevant bodies e.g., NGB/Children's Workforce.	D	A/C
Experience:			
1.	Evidence of instruction in play activities.	E	A/I
2.	Experience of working directly with children and young people in a paid or voluntary capacity.	E	A/I
Skills:			
1.	Demonstrate excellent communication skills.	E	A/I
2.	To be able to adopt high levels of customer care.	E	A/I
3.	Ability to work unsupervised and as part of a team.	E	I
4.	Ability to plan and organise activities (e.g., Children's games/arts and crafts/sports)	E	A/I
5.	Understanding of Health & Safety issues relating to provision.	D	I
6.	Understanding of Safeguarding and Child Protection.	E	I
Other			
Demonstrate:			
1.	A positive and professional attitude.	E	I
2.	Willingness to continue to learn and develop experience.	E	A/I
3.	Full driving licence and access to a car for work purposes.	D	A