



PAID VACANCY: CHILDREN'S ACTIVITIES LEADER

The Children's Activities Leader is a new role that takes responsibility for the coordination of the Sickie Cell Society's activities for children and young people including activities within the annual children's holiday. The main tasks to be commissioned and delivered is the planning, delivery and financial management associated with the children and young people activities held during the next 2 years.

About the Sickie Cell Society

The Sickie Cell Society is the only national charity in the UK that supports and represents people affected by a sickle cell disorder to improve their overall quality of life. The Society's aim is to support those living with sickle cell, empowering them to achieve their full potential.



Hours of work: 14 hours (2 days a week with occasional weekends)
(0.4 WTE of full time equivalent salary of £25K per annum)

Salary: £10,000 per annum (pro-rata two days a week)

Contract: One year fixed contract (with possibility of renewal to Year 2)

Reporting to: Chief Executive

To apply for this job, please read the **Main Duties** and **Person Specification** in this document and then complete the **Application Form** via the button below or at our website: www.sicklecellsociety.org/childrens-activities-leader/

[Application Form](#)

Deadline: Friday 20th March 2020
Interviews: Monday 30th March 2020

Main Duties

- To lead the commissioning, planning and delivery of all Children's activities during 2020 and 2021 including the annual children's holiday
- To research and plan all children's activities including the annual children's holiday plus other trips, events, workshops, working closely with staff, children, carers and volunteers.
- To ensure advertising and promotion of all children's activities held during 2020 and 2021, including use of SCS website and social media
- To develop professional relationships with stakeholders, children, carers, volunteers and NHS Sickie Cell clinicians.
- To ensure evaluation and monitoring of feedback from the activities, holiday and other trips, activities and workshops is collected and analysed
- To commission a full evaluation of Y1 and Y2 children's activities, having regard to quantitative and qualitative data collected
- To work directly with service users and their families
- To support children and young people with SCD and their siblings to engage in, learn from and enjoy activities that they engage in, whilst also developing their understanding of SCD.
- To participate in, lead and deliver the 2020 and 2021 children's holidays and other trips, activities, events and workshops as required.
- To lead a team of volunteers to support Children's activities
- To work within the framework of SCS's policies and procedures, particularly in terms of safeguarding children.
- To ensure that all volunteers involved in supporting Children's activities have satisfactory DBS checks and have undertaken safeguarding training.
- To produce accurate reports of Children's activities, including updating service user files and database entry within expected timeframes.
- To undertake an evaluation of year 1 activities based on qualitative and quantitative data for SCS board, CEO, funders and other relevant stakeholders
- To attend line management meetings.
- To maintain your Continued Professional Development (CPD) and attending all training requested by your line manager.
- To participate in fundraising events and activities where appropriate to facilitate funding of the 2020 and 2021 children's holidays and other activities and events.
- To comply with health and safety requirements
- Duties may arise or be varied according to the needs of SCS and this new role



Person Specification - Skills, knowledge and experience

Essential:

1. Qualification at Degree level or relevant experience
2. Minimum 2 years in a Children's event or activity coordination role.
3. Ability to relate well to Children and families
4. Experience of working with Children and families
5. Knowledge of Children's safeguarding legislation
6. Experience of commissioning or planning activities for children aged between 7 to 14
7. Ability to communicate effectively with a wide range of people including children, families and health and social care professionals
8. Ability to fit into a growing team of children's holiday volunteers, carers/ staff and the wider SCS team
9. Demonstrated ability to use IT equipment and windows based computer programmes for recording, monitoring, evaluation and communication purposes
10. Ability to travel independently to visit venues
11. Ability to work flexible hours including occasional weekends
12. Ability to organise and work collaboratively in order to meet all children's activities and SCS organisational objectives

Desirable:

1. More than 2 years experience in a Children's event or activity coordination position.
2. Knowledge of Children's social care legislation
3. Experience of working in a community setting within a Charity
4. Practical experience and understanding of SCD and barriers faced by Children living with SCD, as well as issues for parents and siblings
5. Some understanding of relevant legislation and best practice such as confidentiality, data protection, freedom of information. Ability to work within this framework. Ability to consistently meet deadlines and to work with SCS policies and procedures
6. Some fundraising experience

Values:

1. Ability to engage professionally and effectively with parents and carers of children with SCD and their families
2. Ability to engage professionally with partner and other stakeholder organisations
3. Ability contribute effectively to team meetings and to be able to achieve line management targets
4. Evidenced understanding of equal opportunities and valuing diversity, particularly as it applies to people with SCD, and ability to put this into practice
5. Awareness of the value of working in partnership with people with SCD and their families, volunteers, colleagues, other professionals and services with the ability to put this into practice
6. Friendly, creative, team player and well organised
7. Understanding of SCD and the work of the Sickie Cell Society charity

