



JOB DESCRIPTION

Post: **Activities Co-ordinator**

Reporting to: **Head of Education**

PURPOSE

Through building positive relationships with the young people in our care, the role will support the development of young people's confidence, self esteem, self belief, resilience, trust and respect, enabling the postholder to engage them in a wide variety of opportunities and activities that will improve and enhance their life chances.

KEY RESPONSIBILITIES

Operating within values and ethos of the Moore House Group, the postholder will:

- Facilitate the personal, social, emotional, physical and educational growth of our young people enabling them to reach the highest levels of attainment and achievement, helping them to achieve their full potential;
- Together with the Throughcare and Aftercare Worker, work in partnership with local employers, Skills Development Scotland and other appropriate organisations to support our young people to develop employability skills, following the government's Developing the Young Workforce agenda;
- Work in partnership with care, support and education colleagues as well as external partners, to develop programmes and projects which will improve young people's skills in a variety of areas including health and wellbeing, literacy and numeracy;
- Demonstrate their impact on improving outcomes for our children and young people through effective monitoring and evaluation.

SERVICES TO YOUNG CHILDREN AND YOUNG PEOPLE

- Develop positive relationships with children and young people, engaging them in a variety of opportunities and activities which result in their holistic growth and development;
- Assess the needs of young people to plan and deliver programmes related to areas such as health and wellbeing, employability skills/experiences, smoking cessation, sexual health, social media, drugs, violence, relationships and anti-bullying;
- Contribute to care planning and target setting in children and young people's personalised Learning Journeys ensuring effective monitoring and tracking systems are in place to report on progress and produce evidence of outcomes;
- Utilise a range of tools and approaches to develop children and young people's confidence and skills including creativity, outdoor learning, the arts and sporting activities;
- Encourage and support children and young people to play an active role in planning, designing and delivering programmes, encouraging peer learning and promoting co-production approaches where possible;
- Ensure all young people have a Young Scot card and are aware of how to gain rewards;
- Act in an advocacy role with children and young people, where appropriate;
- Where possible, link young people's interests and achievements to relevant wider achievement award programmes including Dynamic Youth Awards and Duke of Edinburgh's Award Scheme;
- Identify work experience opportunities for young people within the local community in partnership with employers;
- Identify opportunities for children and young people to participate in a range of external opportunities including youth exchanges and youth clubs.

LEADERSHIP

Leadership responsibilities include to:

- Assume responsibility for the day to day management of the activities programme;
- Ensure relevant Moore House Group policies and procedures are implemented and followed;
- Undertake administrative tasks, maintain effective recording systems and respond to queries;
- Identify and develop resources to support individual and group work activities;
- Draw up development plans, write reports and make formal presentations to staff and the Board, when appropriate;
- Represent Moore House Group on external groups and networks;
- Provide a monthly report to the Senior Management Team;
- Ensure all activities are risk-assessed prior to delivery;
- Adhere to child protection guidelines and take appropriate action as necessary;
- Actively participate in professional development opportunities, appropriate conferences, training and events to maintain an up-to-date knowledge of relevant practice and policy developments.

PARTNERSHIP AND COLLABORATION

- Work as part of a team to plan, develop and deliver projects and programmes in line with the 24-hour curriculum, linked to relevant Curriculum for Excellence experiences and outcomes;
- Work with local employers to support our young people participate in appropriate work experience;
- Work with others to plan, design, cost and deliver an active and engaging holiday activities programme;
- Working with care staff, take an active role in reinforcing children and young people's school learning, promoting their health and wellbeing, literacy and numeracy;
- Working with colleagues from the Throughcare and Aftercare service to provide opportunities for young people to develop their lives, independent living and employability skills;
- Assist care colleagues develop their engagement and group work skills to co-deliver programmes and develop their capacity as educators.

OTHER

- Deliver training sessions to staff within the training programme as required;
- Identify and pursue sources of funding for projects to improve services and/or resources for young people;
- Development and maintenance of a database of activities to include any cost, risk assessment, distance from services;
- Assume responsibility for any other tasks in relation to the team that may be deemed appropriate by the Senior Manager Education.

QUALIFICATIONS AND EXPERIENCE

Essential:

- Educated to degree level (or working towards) in Education, Youth Work or Community Development;
- Experience of lone working;
- Awareness of child protection issues;
- An inclusive, non-judgemental and positive attitude;
- Clean full UK driving licence and access to a vehicle with business insurance cover;
- Ability to work with minimum supervision;
- Excellent organisational skills;
- Satisfactory PVG checks at enhanced level.



Desirable

- Evaluation and report writing skills;
- Awareness of Developing Young Workforce agenda;
- IT literate;
- First Aid certificate.

PERSON SPECIFICATION

- Highly motivated with demonstrable commitment and enthusiasm
- Mature, trustworthy and reliable
- Excellent interpersonal skills
- Excellent communication skills, both verbal and written
- Excellent conflict resolution and negotiating skills
- Strong teamwork skills
- Ability to think creatively
- Working knowledge of child care/youth work theory and practice
- Demonstrated ability to engage creatively, positively and effectively with young people
- Previous experience of youth work, and health and outdoor education programmes within schools and communities, in a variety of settings, using different approaches
- Ability to create opportunities for achievement through learning
- Ability to create opportunities for achievement through community capacity building
- Able to demonstrate experience and a commitment to working with young people who have challenging behaviour and experienced trauma
- Experience of working with mental health in young people

