

Job Description

Job Title: Children in Need Activity Coordinator
Reporting to: Trustees of Twyn Community Hub
Hours: 10 hours per week (Tuesday & Thursday) – National Minimum Wage
Contract: Fixed term contract until March 2024
Location: Twyn Community Hub, Glasier Road, Merthyr Tydfil, CF47 0TD

The Role:

To develop and deliver Children in Need sessions to deliver positive outcomes for children, through the delivery of a varied range of play activities,

Key Job tasks and responsibilities

- To build positive relationships through development of children's confidence through communication and relationship building skills.
- To provide enjoyable and stimulating development opportunities for children to learn and explore.
- Ensure the safeguarding of children and staff within the setting in line with TCH and LA guidelines.
- To work with parents/ carers and external agencies to contribute to maximising children's potential.
- To improve essential skills of children including better social and co-ordination skills through varied play.
- To positively empower children to become more confident in interacting with other children.
- To build positive relationships through development of children's confidence through communication and relationship building skills.
- Improving local services: Where the communities we are working with have good ideas about how we can improve local services, facilitate access to decision makers and where appropriate co design or co production of services.
- Progress reporting: Provide regular written and verbal reports to management as required; deliver agreed performance management targets and evidence of impact/change.

- Being informed: Keep up to date with national policy and national and international related conversations about community development practice and associated disciplines.
- Developing skills: Attend training and development activities as required.
- Day to day administration and record keeping including following GDPR requirements (General Data Protection Regulations)
- Promote, publicise and market the provision to ensure maximum access by the community
- Attend staff meetings as required
- Organise and offer a wide variety of activities within the TCH to support learning opportunities including access to continuous provision.
- Monitor and evaluate environments through agreed processes – eg risk assessments
- Use appropriate language to challenge and support children's development
- Ensure safeguarding of children through implementation of policy, procedure and practice

Person Specification

Qualifications	
A Degree or equivalent qualification working with children – however, qualifications below degree level will be considered if the applicant demonstrates solid experience.	E
Knowledge & understanding relevant to the job	
• Thorough knowledge of child development	E
• Knowledge of child protection procedures	E
• Up to date information on developments in childcare	D
• Knowledge of support agencies and networks for children and families	E
• Knowledge and understanding of the needs of families with young children.	E
• Policies and procedures: Knowledge & understanding of Safeguarding, Data Protection and Health & Safety legislation including risk assessment.	E

Experience – Skills & Abilities	
• Working with children for at least 2 years in a paid or voluntary capacity	E
• Planning engaging activities to meet child development needs	E
• Project monitoring, record keeping and report writing	E
• Working in a parent and toddler setting, managing volunteers.	E
• Managing and supporting volunteers	D
• Supervision of sessional staff	D
• Communication skills – Verbal & written: Ability to communicate effectively(eg rapport/ trust building) and positively with children, parents/ carers and external agencies	E
• Work independently and as part of a team	E
• Report writing and record keeping – Word, Excel	E
• ICT: Confident and adept in use of Microsoft applications e.g. Word, Excel, PowerPoint.	E
• Committed to equality of opportunity – creating an accessible environment for all sections of the community	E
• Empathic, sympathetic and supportive understanding of difficulties	E
• Positive and valuing of others	E
• Social media: Maximising our impact on Facebook and Twitter.	E
• Money: Work within budgetary allowances and restraints and according to organisational financial requirements.	E
• Flexibility: Willing to work flexible hours including evenings and weekends as needed.	E
• Management: Prepare for, attend and positively participate in staff meetings, formal supervision and appraisal.	E
• Development: Attend training and developmental activities and events as required.	E

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.