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Key Responsibilities:

Preparation

● To work in partnership with the necessary agencies and identify families in need of support.

● Once identified, engage with those families and signpost them to the services that REACH has to offer.

● To undertake compulsory and relevant training if necessary.

● To plan and organise activities, venues, source the relevant service providers.

Delivery

● To ensure that families feel supported.

● Ensuring there is an adherence to REACH’s policies and procedures, dealing with any matters arising during the activities.

● Engage children and young people in REACH activities relevant to their age and abilities.

● To maintain a high degree of confidentiality in accordance with relevant data protection regulations and legislation.

● To engage with parents and carers regarding the progress of their children and young people.

Evaluation

● Collate relevant monitoring and evaluation information using a variety of creative methods and report to the Project Manager.

**Person Specification – Activity Co-ordinator**

**Skills and Abilities**

Essential:

● Skills to manage a wide-ranging workload against competing priorities.

● Clear and concise written and spoken communication skills.

● Sound planning and organisational skills

Desirable:

● Experience of delivering activities to young people and children with Autism

**Experience**

Essential:

● Experience of working with children and young people with additional support needs. ● Supporting and motivating sessional staff and volunteers. ● Experience in an environment in which compliance to procedure and process is central to safe service delivery.

Desirable:

● Knowledge of a range of activities, for example, play, sports, leisure, arts and outdoor adventure. ● Handling confidential data appropriately.

Knowledge Essential

● Qualifications and knowledge in a relevant field. Desirable: ● Disability awareness and knowledge of equality legislation. ● Health and safety in a leisure/ youth work environment.

**Personal Attributes and Other Requirements**

Essential: ● Self-motivated and proactive. ● Team player. ● Flexible and willing to work in the constantly changing environment of a busy charity ● Conscientious and responsible. ●Ability to support and enthuse others and maintain a professional image. ●Willingness to travel, including some evening and weekends.

**Please send all completed applications to Mandy Clark** [**mandyclark@reachautism.org.uk**](mailto:mandyclark@reachautism.org.uk) **by Friday 30th April 2021.**