



## **JOB TITLE: TEMPORAY ASSISTANT CO-ORDINATOR**

### **MAIN PURPOSE AND SCOPE OF THE JOB**

To provide support to the Acting Co-ordinator in all aspects of planning, running and managing the school holiday playschemes. This will involve administrative support with occasional meetings and home visits during school term time, and responsibility for full running of the playschemes in the East Lothian School holidays. This includes direct interactions with children who have severe and complex additional support needs, parents, carers, transport providers, activity providers, volunteers & staff during the Easter & Summer school holiday periods. There may be the requirement to provide support to the Youth Club provisions and shifts with our PlayCan project from time to time.

### **ORGANISATIONAL PROFILE**

Can-Do (previously East Lothian Special Needs Playscheme) is a registered charity run by a Management Committee of Parents whose children use the service. The Management Committee currently employs one full- time Co-ordinator, two part- time Assistant Co-ordinators, and a part-time Finance Manager to oversee the day-to-day operations of the charity.

We have also recruited for a year, two Development Officers. One for Service Review & Evaluation and one for Funding & Communication.

This position is advertised on a temporary basis for an expected 8-month period to provide additional support to the core staff team, for the duration of the Co-ordinator's Maternity Cover. The post may be extended, although it is predicted it will run from January 2024– August 2024.

The appointed applicant will work closely with the existing core staff team to ensure the consistency of the existing service provision.

The position will be based within the Can Do office at North Berwick Community Centre. During times when the Playschemes are operational work will be spread between The Hub, Meadowpark & North Berwick Playschemes.

### **POSITION IN ORGANISATION**

**Reports To:** Acting Co-ordinator

**Responsible For:** Sessional staff, volunteers and youngsters who use our service.

**Salary:** £30,859 per annum pro rata, £16.91 per hour.



**Working Hours:** 21 hours per week (3 days per week) during school term time  
35 hours per week (4 days) during school holiday periods

## **DUTIES AND KEY RESPONSIBILITIES**

### *Supporting young people*

- Working with the core staff team to set a varied programme of activities suitable for all children attending the playschemes and ensuring the children get the most out of their time at playscheme.
- Working directly with the children - this is likely to involve dealing with difficult and challenging behavior.
- Devising alternative programs / activities to suit individual children's needs.
- Collating, assessing and sharing information on children in accordance to policies & procedures.
- Administration & recording of medication ensuring appropriate consent is sought.
- Liaising with parents, transport providers and the representatives from the local authority as required.

### *Recruiting and Training Volunteers*

- Assisting with the recruitment and training of playscheme volunteers.
- Supervising and supporting the playscheme helpers and Group Leaders during their time at playscheme.

### *Administration Support*

- Researching, booking & risk assessing suitable playscheme activities.
- Keeping accurate records of daily financial transactions.
- Keeping accurate records, where appropriate of incidents involving the children and/or helpers and dealing with any daily paperwork.



- Representing the organisation at meetings, conferences etcetera.
- Attend Management Committee meetings and provide any necessary administrative support.

Any other reasonable duties as required by the Acting Co-ordinator or Management Committee.

You will always be expected to work within the policies & procedures of the Charity. This includes a commitment to equal opportunities.

You will have responsibility for ensuring Health & Safety procedures are adhered to whilst the Playschemes or Youth Clubs are operational.

### **CONDITIONS OF EMPLOYMENT**

The successful candidate will be appointed subject to approval to join the PVG scheme for Regulated Work with Children and two satisfactory references.

There is a requirement for the successful applicant to register with the Scottish Social Services Council as a Practitioner of a Day Care Service for Children if offered this position. Applicants are responsible for ensuring their registration is complete and all registration fees are paid.

If not already held the Post holder will be required to work towards an appropriate qualification from the following list within 5 years of taking up the position:

- HNC Childhood Practice at SCQF Level 7
- SVQ Social Services (Children & Young People) at SCQF Level 7

A full list of qualifications accepted for registration can be found on the SSSC webpage:

<http://www.sssc.uk.com/registration/what-qualifications-do-i-need/>



### **PERSON SPECIFICATION**

<b><u>Criteria</u></b>	<b><u>Essential</u></b>	<b><u>Desirable</u></b>
<b>Qualifications</b>	<p>Applicants should hold or be willing to work towards an appropriate qualification to allow registration with SSSC as a Practitioner of a Children's Day Care Service.</p> <p>Candidates who do not possess a relevant qualification will be expected to gain one within three years of registering with the SSSC.</p>	<p>Qualification or certificate of attendance in any of the following is desirable:</p> <ul style="list-style-type: none"> <li>• First Aid</li> <li>• Child Protection</li> <li>• Team Teach</li> <li>• Moving &amp; Handling</li> <li>• Epilepsy Awareness</li> <li>• Intravenous Feeding</li> <li>• Food Hygiene</li> <li>• Mental Health First Aid</li> </ul>
<b>Skills / Competencies</b>	<p>Excellent organisational and interpersonal skills.</p> <p>Competent in Microsoft Word, Outlook, Access, Excel and PowerPoint.</p> <p>Awareness of professional boundaries in the work role.</p> <p>Ability to build relationships with vulnerable children and young people.</p>	<p>Experience of planning and organising social, and leisure activities.</p> <p>Ability to deal effectively with conflict and stress and respond sensitively to distress.</p> <p>Experience of using complementary communication techniques such as BSL, Sign along, PECS communication tools etc.</p>
<b>Previous Knowledge &amp; Experience</b>	<p>Extensive experience of working with children with additional support needs.</p> <p>Experience of working in a play environment.</p> <p>A sound knowledge of safeguarding, child protection and child development.</p>	<p>Experience of supervising a team of staff / volunteers.</p>
<b>Personal Attributes</b>	<p>Ability to plan, work methodically and work flexibly.</p> <p>Ability to work on own initiative and as part of a team.</p>	<p>Full driving license with access to own transport.</p>