

Job Description

Job Title	Children's Activities Co-ordinator
Salary	£19,000 pa pro rata. 20 hrs pw (approx. £10,133 pa) <i>Initially a 1 Year contract, but could be extended subject to funding.</i>
Main Purpose of the Job	
To organise, manage and run activities across the north east for blind and partially sighted children (age 0 – 18) and their families to ensure that these events are enjoyable, beneficial and in line with the ethos and aims of the Useful Vision charity.	
Main Duties and Responsibilities	
1	Contribute creative ideas for activities in order to ensure the production of an enjoyable, informative and varied programme of events that is in line with the aims of Useful Vision.
2	Work collaboratively with the Charity Coordinator to plan and organise activities to ensure that all pre event planning is completed and there is appropriate communication with facilitators and families, ensuring a professional well run activity.
3	Host activities ensuring they are professionally run, enjoyable and beneficial to the children and their families. You will sometimes be expected to actively participate in the activities joining in, supporting families and children. These will range from early years activities, skills workshops and large family days out.
4	Monitor and observe the development of the children in order to ensure that the activities are meeting their stated aims and in order to feedback these results to the Useful Vision team.
5	Provide advice and support, both during events and at other times, to enable families to access specialist services that meet their needs.
6	Manage & support the volunteers who help at the activities in a variety of roles to ensure that families are well cared for on the day.
7	Evaluate the activities to ensure that they have met their aims and provide this information for compilation in reports.
8	Work collaboratively with the Charity Coordinator to ensure that all information and administration is fully coordinated.
9	Establish professional contacts and work collaboratively with these individuals and organisations to best serve the needs of the children and their families.

Person Specification

Essential:

1. Available to work weekends and school holidays.
2. Drive and have access to a car.
3. Passionate about providing opportunities for visually impaired children and young people.
4. Experience working with children, young people and families.
5. Good understanding of safeguarding and confidentiality.
6. Experience carrying out risk assessments.
7. Experience planning and organising.
8. Able to work well in a small team and independently.
9. Excellent communication skills, able to build rapport.
10. Committed to equality and diversity.
11. Must make good decisions during discussions with families demonstrating sensitivity and professionalism.
12. Must work collaboratively in a small team being flexible in approach showing a willingness to support others when needed.

Desirable:

1. Understanding of issues faced by visually impaired children and their families.
2. Recent First Aid training.
3. Social care, education, youth work or other relevant qualification.

Special Features

Other

- Job subject to an enhanced disclosure check.
- Experience of working with visually impaired children & families an advantage.

Email application with covering letter and CV to
Hannah.Morrow@usefulvision.org.uk

Closing Date: 11 June 2021