

Job Description

Job Title	Children's Activities Co-ordinator
Salary	£20,000 pro rata. 21 hours per week – approx. £11,200 Gross Plus, travel expenses and pension.
Essential	You will be required to work a minimum of two weekend days per month.
Place of work	Based at Lemington Community Centre, with work throughout the north east region.
Report to	Useful Vision Team Leader
Main Purpose of the Job	
To organise, manage and host activities for blind and partially sighted children and their families across the north east, ensuring the events are enjoyable, beneficial and in line with the ethos and aims of the Useful Vision charity.	
Main Duties and Responsibilities	
1	Host activities which support growth of new friendships & skills ensuring they are enjoyable and beneficial to Visually Impaired children and their families. You will be expected to actively participate in the activities supporting families and children. These will range from early years sessions, skills workshops to large family days out.
2	Support and care for VI children, (some multi-disabled children) during Skills workshops, one to one support will be required at activities without parents or carers present.
3	Contribute creative ideas for activities to ensure the production of an enjoyable, informative, and varied programme, in line with the aims of Useful Vision.
4	Work collaboratively with the team to ensure all pre-event planning is completed including risk assessments, and appropriate communication with facilitators and families, for a professionally run event.
5	Manage & support Volunteers who help at activities in a variety of roles to ensure that families are well cared for on the day.
6	Evaluate activities to ensure they have met their aims and provide this information for compilation in reports, and for future planning.
7	Communicate with the families and the team enabling them to access appropriate information and advice.
8	Learn and adhere to all Useful Vision policies and procedures, including Safeguarding, Health and Safety & Equality & Diversity.

Special Features	
Other Essential Requirements.	<ul style="list-style-type: none"> • Experience of working with children and young people one to one and in groups. • You will be required work at least two weekend days per month as well as some after school hours, and evenings. • Ability to travel independently across the north east region regularly. • Effective communication skills particularly with children, but also with colleagues and parents. • Excellent organisational skills with the ability to plan and deliver large family days and skills workshops. • Good interpersonal and teamwork skills. • Ability to record, monitor and evaluate your work. • Good IT skills, confident use of Microsoft Office. • Willingness to undertake appropriate training
Desirable	<ul style="list-style-type: none"> • Child Care, youth work, or sports coaching qualifications. • Events management experience and/or knowledge. • Preferably has skills and expertise, which can be usefully utilized in the activities programme, e.g., sports, music, arts, outdoor activities, health awareness, IT, dance, drama, cookery. • Experience of working with vulnerable children and young people who might be difficult to engage and demonstrate challenging behaviour. • Experience of supporting and working with disabled children. • Experience of the needs of visually impaired people.

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