



JOB DESCRIPTION

POST TITLE: Activity Leader (FISH)
SERVICE UNIT: Leisure Services
GRADE: £9.09 Per Hour (inclusive of holiday pay)
RESPONSIBLE TO: Senior Activity Leader

Overall Purpose:

- To assist the Senior Activity Leader in the overall successful delivery of off site activities on the FISH playscheme.
- To assist the Senior Activity Leader in ensuring all off site activities are delivered to offer challenge and fun whilst ensuring the welfare of young people.

Main Duties

1. To assist with the day to day coordination and administration of off site activities, including registers, transport, health and safety and risk.
2. To share responsibility for all young people in the group ensuring their welfare needs are met at the same time as offering challenge and enjoyment through the activity.
3. To be proactive in using initiative to ensure the welfare of young people whilst participating in off site activities.
4. To assess and manage risk in the play and leisure opportunities delivered through a robust and considered approach to risk benefit assessments.
5. To ensure that activities are delivered effectively through the implementation of policies and procedures for provision in accordance with best practice, health and safety and safeguarding.
6. To contribute to the planning and organisation of future activities by providing feedback to the Leisure Development.
7. To communicate with staff and parents effectively to ensure the welfare of all young people attending the scheme.
8. To be prepared to participate in activities where appropriate and under the guidance of the activity provider.

9. To participate in safeguarding, FISH training and induction prior to the start of the scheme.
10. To promote and deliver a high public profile and customer care service on behalf of Guildford Borough Council.
11. It is in the nature of work with young people that tasks and responsibilities are in many circumstances unpredictable and varied. All staff are expected to work in a flexible way when the occasion arises.

BEHAVIOURAL COMPETENCIES

These are common to all jobs at GBC and which are important in enabling the Council to achieve its strategic objectives.

Effective Communication

Communicates effectively. Uses communication methods and standards, together with well-reasoned arguments to convince and persuade where necessary.

Focus on efficiency

Meets or exceeds the Council's standards by monitoring the quality of own work, team or service delivery. Continually looks for areas of improvement to ensure efficiency, effectiveness, and value for money.

Builds relationships

Presents a professional image; uses interpersonal skills to form positive and productive working relationships within and beyond the organisation.

Commitment to the organisation

Consistently supports and demonstrates an understanding of and commitment to the Council's vision and values. Acts with integrity and accountability.

In addition to the above competencies the post will also require the following skills:

- Working with young people
- Creativity in developing and initiating play opportunities

FURTHER INFORMATION

Hours of work:

The FISH scheme delivers for 1 week Monday to Friday during the Easter school holidays and 3 weeks Monday to Friday during the summer school holidays.

The basic hours of work applicable to the position are 37.5 hours per week during scheme delivery.

The daily hours of work are 9.30am to 5pm daily.

Due to the nature of the post, occasional additional flexible hours will be required including training and induction attendance on weekends or in the evenings.

Uniform provided must be worn for this post.

Training and Development:

Training and development opportunities will be provided as required prior to the scheme and future training will be available as identified and appropriate.

Confidentiality:

The Council is committed to maintaining privacy of all its staff and customers. It expects all staff to handle all individuals' personal information in a sensitive and professional manner.

Standards of conduct:

The Council expects the highest standard of conduct at all times from their staff in relation to their employment.

Health and Safety:

The Council is committed to a healthy and safe working environment and expects all employees to implement and promote its policy in all aspects of their work.

The nature of this post will involve elements of physical work including lifting, carrying, running and working in an outdoor environment in all weathers.

Equal Opportunities:

The Council is completely committed to the principles of equalities and diversity and strives to ensure that related policies and legislation are complied with. Part of this commitment requires all members of the Council, as part of their role, to promote equalities and diversity.

Data Protection Act:

During the course of your employment, you are required to observe and follow the specific requirements placed on all staff by the Council's Data Protection Policy and Procedures.

This job description is an accurate reflection of the job at the date shown below. In consultation with you, it may be subject to variation by your line manager to reflect or anticipate changes in or to the job.

Reviewed: January 2019



PERSON SPECIFICATION

POST TITLE: Activity Leader (FISH)

SERVICE UNIT: Leisure Services

Criteria	Assessment Method (A or I)*	Essential or Desirable
Qualifications and Training		
NVQ Level 2 or equivalent in outdoor activity leadership, play work, working with children related, youth related or teaching discipline.	A/I	D
Safeguarding Children	A/I	D
First Aid	A/I	D
Knowledge and Experience		
Have a working knowledge and direct experience of working with young people or children.	A/I	E
Have experience of leading group of children in activities.	A/I	D
Be able to demonstrate competence in being responsible for a group of young people.	A/I	D
An understanding of the Playwork Principles	A/I	D
An understanding and appreciation of the differing needs and abilities of young people and children.	A/I	D
An understanding of inclusion in children and young people's activities.	A/I	D
Skills		
Ability to communicate effectively and appropriately both verbally with a range of people including: facilitators, children, parents and members of staff.	A/I	E
Ability to lead and be responsible for groups of young people	A/I	D
Ability to work alone but also to work with and motivate others in the team.	A/I	E
Personal Qualities		
Fun approach to inspiring children's play	A/I/	E
Ability to relate to a wide range of people	I	E
Adaptable and willingness to embrace challenges	I	E
Special Requirements		
Enhanced Disclosure and Barring Service (DBS) Clearance (Post exempt from the Rehabilitation of Offenders Act 1974)	DBS	E

A = Application Form
I = Interview

Please note that the criteria specified on this form will be used as guidance when shortlisting all applications and again at interview. Please ensure you provide evidence within your application giving examples, where appropriate, as to how you meet the specified requirement for the job.

Reviewed: January 2019