

West Faversham Community Association Group

Job Title:	Head of Children Activities	Job Category:	Operations Leadership
Department/Group:	Community Operations	Location:	West Faversham Community Centre, Herne Infant School
Level/Salary Range:	Band 5 (£25,000, moving to £26,500 on completion of training)	Position Type:	Full Time – 36 hrs per week
HR Contact:	Charlotte Pellatt	Date posted:	
Job Description			
<p>Reporting directly to the Director of Community Activities, and from part of the operational leadership team, you will lead a team of our staff and volunteers to deliver the day to day operations, focusing on our support, for Children (under 12) and Families.</p> <ol style="list-style-type: none"> 1. Lead and inspire your team to promote the charity's core objectives in particular, Providing fun, safe & nurturing environments to allow young people and families to become the best version of themselves 2. Plan, delivery and Administer the key services within the teams area 3. Ensure projects are resourced correctly, requesting supplies as required within budget 4. Ensure all operations are compliant with regulations such as OFSTED 5. Support the director of community and CEO with the HR matters relating to your team <p>This role combines leadership of the team and time for hands on delivery of services, including in the After school club for some session each week, as well as other community activities. The roles peak operations will be in the school holidays, for which the post holder will be expected to contribute significantly too.</p> <p>ROLE & RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. With the support of the Wrap around care lead, family support workers and childcare team you will, provide and expand on our core project of; <ul style="list-style-type: none"> - Warp around care @ Herne - School Holiday Club @ Aylsham - HAF @ Faversham & Aylsham - Sensory room activities - Family cooking / Cooking with kids - Messy play - Parent Support groups - Young Youth (primary school) 2. Plan for all activities to ensure all services are delivered within the expectations of the projects and OFSTED requirements 3. Take responsibilities for the children in our care and be fully involved in the creation of a fun, lively and creative atmosphere. 4. Manage the administration and booking processes for all activities 5. Lead the team to provide a safe and stimulating environment for Young People to develop in. Ensure activities are engaging for the children, giving both physical and social stimulation 6. Manage the behaviour of young people and implement behaviour and support plans as agreed but safeguarding team 7. Ensure safeguarding is at the core of our activities and young people, feel safe and secure at our sites with adults they can trust 8. Ensure your team are well supported and receive regular performance feedback and training 9. Working within all company policies and procedures, with particular reference to safeguarding 10. Record outcomes of projects in line with funding requirements and report back to funders. 			

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11. Working closely with the Head of Facilities and Safety, ensure all settings are always safe and suitable for use
12. Keep parents informed of any issues relating to their child.
13. Assist in developing new services within new sites as needed

Additional duties

The post holder will be required to be flexible in assisting the CEO and other colleagues with the varied tasks required to deliver the Association's objectives. S/He will be expected to be proactive in identifying problems and in recommending solutions and in suggesting improvements and helping to implement these to achieve enhanced service delivery.

Act as a Duty Manager when requested.

Completion of WFCA Leadership Portfolio is a requirement for all post holders.

Working arrangements

The Post holder will be required to work the full-time including early evenings

Occasion weekend work during key events such as fundays for which working days will be longer than usual.

This post requires annual leave to be taken during term time other than in exceptional circumstance

Reviewed By:		Date:	
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