Logo

Description automatically generated

**www.asdfamilyhelp.org**

Registered Charity No. 1135718

**Person Specification**

**Person specification** (skills, knowledge, qualifications and experience, characteristics)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job Details** | | | | |
| **Post Title:** | **Activity Leader** | | | |
| **Reporting to:** | Project Manager – Children & Families | | | |
| **Criteria** | | **Essential/Desirable** | **Evidence** |
| **Education/Training/Qualifications** | | | |
| G.C.S.E grade c/4 or above for English | | D | Application |
| Safeguarding Children (England) | | D | Application |
| Safeguarding Adults (England) | | D | Application |
| Prevent Training | | D | Application |
| Paediatric First Aid | | D | Application |
| **Work Experience** | | | |
| Experience working with autistic individuals or those with learning difficulties/disabilities | | D | Application  Interview |
| Experience or knowledge of other charities & organisations within the local borough that may be relevant to support our members | | D | Interview |
| **Knowledge/ Skills/ Attributes** | | | |
| Able to use platforms such as Zoom/Teams to attend meetings with clients/colleagues and comfortable using them | | D | Application |
| Experience working with Microsoft Office 365 (One Drive, Outlook, Excel, Word) | | D | Application |
| Knowledge of risk assessments and how to keep these updated | | E | Interview |
| Knowledge of Health & Safety, particularly in relation to our sessions | | E | Interview |
| Ability to complete accurate and timely reports/records for incidents, first aid or safeguarding | | E | Interview |
| Knowledge of confidentiality for records, observations & communication | | E | Interview |
| Ability to be able to collect feedback, evidence, photographs for funding requirements and keep this data secure | | E | Interview |
| Experience/knowledge of safeguarding of children &/or vulnerable adults | | E | Interview |
| Good interpersonal skills when interacting with our different members (taking into account their various needs) and our other staff, volunteers, trustees & managers | | E | Application  Interview |
| Ability to manage time, prioritise effectively and be organised, punctual and committed to our members | | E | References |
| **Personal Qualities** | | | |
| Ability to follow policies & procedures of our charity | | E | Interview |
| Ability to follow risk assessments and be able to identify a risk within a session | | E | Interview |
| Ability to confidently support our members, including dealing with unwanted behaviour in an understanding & respectful way | | E | Interview |
| Ability to be a positive role model to our children, young people, vulnerable adults, parents, carers, staff & volunteers | | E | Interview |
| Ability to help create a warm and friendly atmosphere within the sessions, which allows & encourages our young people to develop and participate in the running of the sessions | | E | Interview |
| Ability to actively engage with adults/children/young people/parents/carers and have fun participating in sessions | | E | Interview |
| Ability to ensure the sessions are safe but enjoyable for participants, that reasonable adjustments are made and behaviour is appropriate | | E | Interview |
| Non-judgemental, approachable and supportive of our members | | E | Interview |
| Ability to positively help our members to develop social skills and confidence at their own pace (this includes you participating in sessions and role modelling) | | E | Interview |
| Confidence to deliver first-aid/support an individual during an epileptic seizure if required | | E | Interview |
| Commitment to attend team meetings and training for ongoing personal development | | E | Interview  References |
| Ability to work as part of a team | | E | Interview  References |
| **Other Requirements** | | | |
| To be able to work some ad-hoc events/school holidays/after school hours (by prior arrangement) | | E | Interview |
| To be able to travel to different locations across Wokingham | | E | Application  Interview |
| Have a clean enhanced DBS check without any Barred Listing | | E | DBS Check |