

Person Specification

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

Job Details		
Post Title:	<u>Activity Leader</u>	
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