

Sandwell Parents for Disabled Children Job Description

JOB TITLE:	Activities Co-ordinator
JOB LOCATION:	Sandwell Parents for Disabled Children office / various locations for activities and events
ACCOUNTABLE TO:	SPDC Operations Manager
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GRADE:	NJC SCP 14, £23,080 pa
CONTACTS:	Families and children, sessional staff, volunteers, trustees, Local Authority departments, health agencies, other voluntary organisations, schools, funding agencies.
WORKING HOURS:	37 hours per week – flexible working times, including evening and/or weekend work
SPECIAL CONDITIONS:	Frequent travel within Sandwell

JOB PURPOSE

To co-ordinate activities and events for children and young people with SEND and their families run by, or on behalf of, Sandwell Parents for Disabled Children and to expand and develop programmes in line with agreed organisational priorities.

DUTIES AND RESPONSIBILITIES

- To take a lead on organising and developing SPDC's Activities Programme for children and young people and their families, managing existing provision and developing new sessions as identified through consultation with children and families
- To assist with organising other social and leisure activities and events as directed by the Operations Manager, SPDC Events Group and partner organisations
- To develop effective links with other providers of play, leisure and social activities and to work collaboratively with them to develop opportunities for children and young people with SEND and their families
- To effectively promote all activities and events by producing regular newsletters, mailings and communications
- To develop and maintain effective booking systems for activities and events
- To attend activities and events in order to support children and their families and to monitor the effectiveness and quality of the service(s) provided

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- To ensure that appropriate Health and Safety systems and procedures are in place to ensure that SPDC activities and events comply with legal requirements
- To be responsible for the recruitment and selection of sessional staff and volunteers for Activities Programme, and to offer line management support to such staff
- To ensure that services provided or commissioned by SPDC are monitored and evaluated regularly and effectively, and to assist the Operations Manager with the necessary reports and returns to funders
- To assist the Operations Manager with the identification of funding opportunities to develop services, and assist with the preparation and submission of funding bids
- To work at all times with due regard to the safeguarding of children and young people
- To work at all times with due regard to Health and Safety
- To demonstrate a clear commitment to working within SPDC's Equal Opportunities and other policies
- To continuously refresh knowledge in relation to the job
- To carry out such other duties as may be required, commensurate with the post of Activities Co-ordinator