

Sandwell Parents for Disabled Children Job Description

JOB TITLE:	Activity Support Officer
JOB LOCATION:	Sandwell Parents for Disabled Children office / various locations to support activities and events
ACCOUNTABLE TO:	SPDC Operations Manager
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GRADE:	NJC SCP 10, £21,322 per annum
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

JOB PURPOSE

To assist SPDC's Co-ordinators to organise 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 SPDC's Activities programme.

DUTIES AND RESPONSIBILITIES

- To assist with organising events and activities for children and young people with SEND and their families as directed by SPDC's Co-ordinators and SPDC Events Group
- To develop effective links with other providers of play, leisure, sporting 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
- To assist with ensuring that appropriate Health and Safety systems and procedures are in place to ensure that SPDC activities and events comply with legal requirements
- To assist with the recruitment and selection of sessional staff and volunteers for SPDC

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- To assist with ensuring that services provided or commissioned by SPDC are monitored and evaluated regularly and effectively, and to assist with the necessary reports and returns to funders
- To assist with the identification of funding and networking opportunities to develop services, and assist with the preparation and submission of funding bids where appropriate
- 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 Activity Support Officer