

Service Coordinator



To co-ordinate KIDS services in Bracknell Forest for disabled children and young people age 3-18 and their families and to offer support and guidance to our afterschool and play scheme service in Oxford

This is a great opportunity to develop your skills in a rewarding role, and gain a strong sense of achievement.

Read further to find out about whether this role is right for you.

For more information about KIDS please visit www.kids.org.uk.

Our vision is a world in which all disabled children and young people realise their aspirations.



Job Description

Overall Purpose of Role

- To co-ordinate KIDS Play and Leisure services in Bracknell Forest for disabled children and young people age 3 -18 and their families.
 - Play and Leisure services include 2 playschemes and 2 Saturday clubs and weekends away for Bracknell.
 - To offer support and guidance to our afterschool and play scheme service in Oxford
 - To provide line management and supervisory support to the senior practitioners
 - To ensure KIDS Services are of a good quality and meet required standards of good practice and legislation, including compliance with our Ofsted registration.
 - To plan, deliver and evaluate KIDS Services in consultation with partner agencies, parents and service users
 - To support with the safer recruitment of sessional workers and support their induction and training in to the service
 - To support disabled children to access an exciting and challenging program of activities in a safe and stimulating environment and promote and develop inclusive opportunities.
 - To complete quarterly monitoring reports for the Local Authority
 - To promote KIDS within the local delivery areas
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- Based at KIDS Bracknell Office as an organisation we support hybrid working
 - May be expected to perform manual handling tasks and basic personal care tasks.
 - Will be expected to travel to services and meetings as required across the region. Working closely with Kids Oxfordshire services.
 - Desirable : Car Driver
 - To support the delivery of play schemes by being on shift and sharing this responsibility with the local senior workers



Key Relationships

Internal

- Senior Management team
- Staff and Volunteers
- Administration Team

External

- Parent/Carers, Children and Young People
- Partner Agencies
- Other organisations as required



Key Responsibilities

- To be responsible for the day to day running and coordination of the services, with an expectation to cover additional service delivery as and when required.
- To provide service delivery a minimum of 1 Saturday in 4 and 1-2 days for holiday schemes in Bracknell
- To support the running of a minimum of 2 residential weekends away per year.
- Provide high quality services that comply with Care Quality Commission, OFSTED, Safeguarding, Health and Safety and KIDS policies and procedures.
- Ensure all risk assessments and care plans are in place and up to date.
- To ensure support needs of children, young people and their families are met and are sensitive to religious and cultural needs.
- Co-produce support plans with children, young people and their families.
- To promote the work of KIDS and identify new opportunities for service development.
- Responsible for the recruitment, supervision and development of staff, sessional workers and volunteers.
- To work within the service budget
- To work in partnership with children and young people, promoting their voice within the design of the service.
- Work in partnership with parents, statutory and voluntary agencies.
- To work collaboratively with our Short Breaks service delivery.
- To participate in all aspects of KIDS organisation's work, as required, including fundraising or promotional events.
- Report writing to evidence the impact and outcomes of KIDS support with disabled CYPF





Key Responsibilities

‘The staff are really friendly and create a nice atmosphere to work in’ - Sarah, Assistant Practitioner

Safeguarding Policies and Procedures

1. To be familiar with and fully comply with all KIDS policies and procedures including child protection, safeguarding, health and safety, confidentiality and partnership.
2. To work within the standards required by relevant regulatory bodies.
3. To ensure that the safeguarding and risk for each child or young person is reviewed regularly.
4. To safeguard the health, wellbeing and safety of the children and young people, and if any concerns arise, to immediately report any concerns in line with KIDS policies and procedures.
5. To be the registered Ofsted manager for Kids Play and Leisure services.

Other Responsibilities

You are responsible for maintaining the confidentiality of materials from all systems both electronic and paper and you may not remove from the premises any hardware, software, files, photographs or data without written permission unless agreed by your Line Manager/ equivalent as part of the execution of your normal duties.

Sharing the responsibility for ensuring that the organisation stays in touch and synchronised across the country.

KIDS is committed to safeguarding and promoting the welfare of children and young people and also expects for all staff and volunteers to share this commitment. All children and young people we work with must, at all times, feel safe.



Person Specification

Proven Ability

To be able to carry out this role it is essential that you have the following characteristics:

- 5 years relevant work experience in one or more of the following fields: Children's service, Health, Education, Social Care or the Voluntary sector or Advice and Guidance.
- Experience of working directly with Disabled children and young people and their families. Own life experience will be considered valuable.
- Experience of planning, delivering and evaluation groups and individual support for children and young people with disabilities.
- Demonstrable understanding of the social model of disability and the rights of Disabled children to inclusion.
- Knowledge and awareness of issues affecting the lives of disabled children and young people and their parent / carers.
- Experience of working within the Ofsted Framework and/or CQC Framework
- At least 12months supervisory experience
- Experience of report writing.
- To have a confident but caring manner.
- Knowledgeable and competent in conducting risk assessments and care plans.

Education/Qualifications

- Qualification minimum NVQ level 3 in a relevant field
- Willingness to undertake Level 5 training to enable Ofsted registration
- Safeguarding Training and experience in supporting children and young people with disabilities

Skills

- Ability to demonstrate clear, concise oral and written skills
- Excellent IT skills
- Ability to operate in a discrete and sensitive manner appropriate to presenting circumstances
- Ability to converse with professional, parents and children and young people
- Ability to provide own administrative support
- Willingness to undertake training as required



Person Specification



Desirable criteria

To be able to carry out this role it is desirable that you have the following characteristics:

- Experience of working in the charity sector either in a paid or voluntary capacity
- Knowledge of short break services
- Car driver.

Desirable Education/Qualifications

- A qualification in education, social work, play work, youth and community work or similar field.

Thank you for choosing KIDS. We look forward to receiving your application.