

## **Job Description**

### **Activities Worker**

- General:** The Rose Road Association is a Registered charity whose aims are to enhance the lives of disabled children, adults, and their families by providing a wide range of essential, information and support services across Hampshire and the surrounding counties. The post holder will be expected to operate in line with our workplace values which are detailed in this document.
- Responsible to:** Activity Leader
- Hours:** As a guide, we ask that applicants are available to work two Saturdays a month, and/or three days during school holidays, half term/Easter and at least two weeks in the summer. Staff are not required to accept all hours offered; however, advance notice will be provided of all hours available.
- Salary:** £12.09 – £13.09 per hour depending on the hours worked.  
The weekday rate is £12.09 per hour.  
The enhanced rate is £13.09 per hour and is paid for all weekend hours and waking hours from 9pm to 7am on weekdays.
- Conditions & Benefits** The Rose Road Association is an equal opportunities employer. All staff undergo regular Supervision and an annual appraisal.  
Normal Association conditions of service apply:
- 25 days annual leave per annum, rising to 28 days after five years continuous service.
  - Contributory pension scheme
  - Paid sickness (following 3 months service)
  - Training and Development
  - Employee Benefit Programme, including 'help to buy'
- Closing Date:** Ongoing.
- DBS Check:** This post is subject to an Enhanced Disclosure by the Disclosure & Barring Service

**Qualifications:** Previous experience is not required although an NVQ Level 3 or equivalent would be desirable. Participation in our ongoing training programme will be required.

**Purpose:** The Activity Worker is required to provide appropriate practical, social and emotional support to children and young people with complex conditions and additional requirements who attend the holiday activity schemes, Saturday and afterschool clubs. Our activities run from a number of locations, Southampton, Hythe and Ringwood and are for children and young people aged 8 – 19 years. The level and type of support offered will vary according to the needs of the individual.

To work with individuals or groups of children and young adults as allocated by the team leader.

To provide appropriate support and stimulation to the child/young person attending the scheme. This might include assisting with creative play and age appropriate activities.

Assisting children and young people on group outings in the community encouraging inclusive play and developing independent skills for young adults.

Depending on the child or young person's requirements workers may assist in personal care support including feeding, and toileting. The work can be of a physically demanding nature (appropriate training will be given)

When necessary, to be able to administer prescribed drugs and treatments (training will be given).

To alert the appropriate Manager should more detailed and complex support be required by the family and to assist in devising strategies to achieve this.

To undertake a share of the routine tasks such as setting up and clearing away all equipment/toys.

The individual has a responsibility for safeguarding and promoting the welfare of children and young people. All accidents/incidents must be reported to the Activity Leader ensuring completion of mandatory paperwork.

To be responsible in reading and following care plans, ensuring the dignity and respect of the child or young person's requirements. To offer choice to the child and young person, encouraging engagement in chosen activities. You will be required to accurately record work carried out with the children and young people which may include assessing the risk factors when planning or participating in activities.

To observe strict confidentiality.

To follow The Rose Road Association policies and procedures and ensure guidelines are adhered to at all times.

To undertake training and development as identified by the Rose Road Association, its regulatory bodies and funders.

To be able to work as flexibly as possible within agreed times.

To undertake other duties that may be required by the association to contribute to the development of the service and maintain a positive environment for the children/young adults.

## **Person Specification – What we need from you?**

### **Activities Worker**

This section outlines the things we need from a Activities Worker. You'll see that we don't always need specific qualifications or experience, but you will need to be able to demonstrate certain personal qualities.

The essential criteria are things that you must have in order to do the job. Desirable criteria are the things that it would be useful to have or things that you could be trained to do.

<b>Education and Training</b>	
<b>Essential Criteria</b>	<b>Desirable Criteria</b>
	Child care/NVQ Qualification or willingness to work towards within an agreed time limit

<b>Achievements, Experience, Skills &amp; Abilities</b>	
<b>Essential Criteria</b>	<b>Desirable Criteria</b>
Good communication skills	
Ability to use own initiative and work as part of a team	Experience working with children/young adults
The individual must have the physical capacity to partake in the moving and handling of service users	Experience of working with young disabled people
Understanding of the principles of equal opportunities	Child care/NVQ Qualification or willingness to work towards within an agreed time limit
Recording skills/following programmes, care plans and risk assessments	

<b>Values &amp; Behaviours</b>	
<b>Value</b>	<b>Behaviour Level</b>
We are Trustworthy	1
We are Kind	1
We are Open & Honest	1
We are Forward Thinking	1
We are Professional	1

### **Our Values – Why they are so important.**

Our focus is always on the children and young people we support, as well as their families, our employees and volunteers. Our Values are essential in providing a moral compass that guides actions and decisions, creating a shared culture, establishing trust, driving strategic direction, and infusing the organisation with meaning and purpose.

## Values Framework Summary



### **Our Values:**

Our five values have clear descriptions and identified behaviours that demonstrate what they look like in practice.

#### **We are Trustworthy**

We build trust with the children, young people, and families we support – as well as our partners - by being dependable, reliable, and accountable in all that we do.

#### **We are Kind**

We understand and value the unique needs of the people that we support. Providing care and support with compassion and empathy.

#### **We are Open & Honest**

We foster an honest and open-minded culture and are transparent in both our decision making and communication.

#### **We are Forward Thinking**

We are committed to providing the highest quality of care, constantly seeking new, collaborative, and creative ways to deliver our services– encouraging everyone to be ambitious and to achieve their goals.

#### **We are Professional**

Flexible and agile in our approach, we uphold the highest professional standards to meet the needs of our children, young people, and their families.

The behaviours are split into three levels which are intended to be relevant and consistent throughout various roles within Rose Road.

### **Behaviours:**

Our five values have clear descriptions and identified behaviours that demonstrate what they look like in practice. The behaviours are split into three levels which are intended to be relevant and consistent throughout various roles within Rose Road.

Job Descriptions include the different levels of each behaviour required which should be demonstrated throughout recruitment processes and ongoing employment.

Full details of the behaviours can be found in the 'Values Framework' document contained within the recruitment pack.