**Activity Leader**

**11 hours per week (Monday and Tuesday evenings in term time).  £12.72 per hour.**

**Hours of Work**

**Term Time –**Mondays and Tuesdays 5.5 hours per day, between the hours of 2pm and 9pm, varied as required for each particular term’s programme.

**Outside Term Time –**One hour per week for preparation and planning / general contact, with additional hours available for delivery of holiday programmes.

Holidays to be taken during school holidays (we use Doncaster MBC’s standard term times).

**Job Purpose**

To provide a range of activities to children and young people.

**Main Responsibilities**

* To plan and deliver creative, wellbeing and social activities to children and young people aged 5-25, in keeping with assigned outlines for pilots or funded projects.
* To ensure effective behaviour management and address issues as necessary in a psychologically-informed context.
* To ensure that all activity is logged and monitored as required, including maintaining financial and efficiency records.
* To feed into consultation around new provision, including providing data and anecdotal evidence and other input for cases for support.
* To organise and/or attend events to publicise YMCA Doncaster’s offer to young people and supporters as required.
* To ensure that participants are aware of the range of provision on offer from YMCA Doncaster.
* To take responsibility for the management of equipment and resources.
* To supervise placements and volunteers as required.
* To ensure that safeguarding and other matters are dealt with according to YMCA Doncaster’s procedures.
* To approach the role with professionalism, and to maintain appropriate boundaries with staff, volunteers, clients and others.
* Additional or other duties as necessary within your capabilities and status to meet the needs of YMCA Doncaster.

**Person Specification – Please ensure that your application clearly demonstrates how you meet each of the criteria below.**

* Experience of leading children and young people, including those with vulnerabilities, in creative, wellbeing or social activities.
* Experience of engaging and building a strong rapport with a range of children and young people.
* A robust understanding of appropriate boundaries, confidentiality and safeguarding practice when working with young people.
* Experience of effective behaviour management.
* An ability to attend reliably and on time in order to maintain trusted provision.
* Strong IT skills and confidence when using new technology.
* Confidence in maintaining basic financial records and data monitoring.
* Written communication skills at a level appropriate for creating reports and case studies as required.
* Administration and organisational skills sufficient to manage a varied workload and meet targets without close supervision.
* A flexible approach to delivering funded and pilot programmes.
* Experience of working within organisational procedures.
* An ability to represent the Association positively, professionally and with credibility.

**Selection Arrangements**

We are currently considering applications as they come in; please **apply at any time.**There is no closing date. All applications are scored against our person specification.

Please note that we are only able to contact shortlisted candidates. If you do not hear from us within three weeks you’ve unfortunately not been successful on this occasion.

Apply for this role: https://ymcadoncaster.org.uk/activityleaders/