



## **Job Description**

### **Job Title**

- HAF (Holiday Activities and Food programme) Activities Worker

### **Location**

- Buckingham

### **Position in the Organisation**

- Reports To: Inspiration Programme Manager/Training Officer (Action4Youth core staff)
- Responsible For: Assisting the Action4Youth core staff to run activities for young people aged 11- 18 years

### **Main Purpose and Scope of the Role**

The HAF Activities Worker will assist the Action4Youth core staff team to run activities for young people aged 11 – 18 years from Monday 26<sup>th</sup> July – Thursday 19<sup>th</sup> August 2021. The programme follows the 4x4x4 model (4 hours of activity, 4 days a week for 4 weeks) and working hours will be Monday – Thursday 9:30am – 3.00pm to include set up and pack up. Activities run from 10.00am – 1.00pm and staff will follow a structured timetable of pre-planned sessions. These groups will include a mixture of young people from different backgrounds, some of whom may have disabilities or additional needs. The Activities Worker will help register and supervise the young people and ensure sessions run safely. These activities are free for families with children in receipt of free school meals and include a hot meal for all young people from 1.00pm – 2.00pm each day.

During the sessions you will be responsible to the Action4Youth core staff.

### **Activities structure and the role:**

#### **Monday 26<sup>th</sup> July – Thursday 19<sup>th</sup> August (Monday – Thursday only)**

- Register young people on arrival.
- Follow structured activity timetable.
- Help to supervise the young people and manage behaviour during all activities.
- Enthuse and get involved in all activities.
- Be proactive and lead by example at all times.
- Help to lead activities and sessions.
- Help to provide 1:1 support to young people with additional needs.
- Assist with the hot meal distribution and supervision of young people during the meal time.

- Help the Action4Youth core staff to clear away, wipe down equipment and clean areas in between sessions.
- Sign out young people at the end of the session.
- Ensure Health and Safety and Safeguarding procedures have been followed and incidents reported.

### **Duties and Key Responsibilities**

- To monitor young people’s welfare throughout the session and to be especially aware of recorded allergies, physical/mental conditions and dietary requirements, and to follow the procedures in place.
- To liaise and communicate effectively with the Action4Youth core staff.
- To have knowledge of and comply with the Data Protection Act.
- To be aware of and comply with Health and Safety procedures.
- Report any behaviour, conversations or comments which are inappropriate within a setting for young people.
- Undertaking responsibility, as part of the team, for all Health and Safety work related matters.
- Working within the guidelines of Action4Youth policies and procedures.

### **General Responsibilities**

- Support the continued development of quality standards as specified by Action4Youth.
- To have regard for the vision of Action4Youth and to display a commitment to equal opportunities and to the protection and safeguarding of children, young people and vulnerable adults.

### **Terms and Conditions**

<b>Salary</b>	£1179 total including holiday pay for the full four weeks (88 hours total)
<b>Hours of work</b>	Monday- Thursdays 9:30am-2:30pm
<b>Place of work:</b>	Buckingham – exact location TBC
<b>Transport</b>	You will be expected to make your own travel arrangements to and from the location listed above.
<b>DBS Pre-Employment Check</b>	Appointment to this post is subject to an Enhanced DBS check which will include a barred list check.
<b>Meals and Accommodation:</b>	Meals and accommodation are not provided.
<b>References:</b>	Employment will be subject to receiving two satisfactory references
<b>Proof of Eligibility to work in the UK</b>	Evidence provided to comply with the Immigration, Asylum and Nationality Act 2006