



UMBRELLA

JOB DESCRIPTION

Post: Activity Support Worker
Responsible to: Operations Manager
Accountable to: Management Committee

Key Terms of Employment:

Hours: Contracts ; part time and full time (includes evenings and weekends) or holiday only contracts
Holidays 22 days per annum, plus 8 Bank Holidays – all pro rata to hours worked.
Salary £9.50 - £10.20 to be increased in April 2023 in line with Government NMW
Base: Umbrella House, Birdcage Walk, Mackworth, Derby and The Annie Hall Centre, 8 Bedford Close Derby DE22 4HQ.
Contract Term Your employment is permanent – subject to continuance of funding for the post and 6 month probationary period

1. To support children/younger adults in line with their needs and abilities at activities.
2. To be able to work with children and/or young adults in a group setting as well as 1:1 in the community
3. To stimulate the child/younger adult with play activities and social activities in the community.
4. To help recreation providers/club leaders develop their skills base with regard to working with disabled children/younger adults, ensuring they are safe and stimulating
5. To liaise as appropriate with the child/younger adult and their parents/carers
6. To undertake basic care functions for children/younger adult where appropriate (e.g. toileting, help with feeding etc). Moving and handling training will be given.
7. To work with club staff when considering appropriate integrated and specialist activities for the child/younger adult.
8. To report any developments or concerns about particular children to the leisure provision staff and Line Managers as appropriate
9. To provide information to the staff team concerning resources, provision and perceived needs of disabled children/younger adult in South Derbyshire
9. To participate in the development of training for play and leisure groups / staff members.
10. To participate in Umbrella Volunteer Training
11. To support and promote equal opportunities
12. To comply with Health and Safety regulations
13. To work alongside other professionals on a number of sites
14. To attend staff and team meetings and liaise regularly with the team on all aspects of the project
15. To complete administration work
16. To assist with any other duties that may occur from time to time in order to meet the needs of Umbrella, which are not covered in the above. These will be mutually agreed with your Line Manager



PERSON SPECIFICATION

Activity Support Worker

Essential Criteria

1. Have experience of working with children
2. Have an understanding of the needs of disabled children/younger adults and their families and the ability to plan appropriate activities to meet children's needs.
3. Be able to work unsupervised.
4. Have Good communication skills.
5. Must be patient and have a caring attitude towards children/younger adults, staff and volunteers.
6. Have a basic knowledge and understanding of safety, personal hygiene and food hygiene.
7. Have a genuine interest in children/younger adults, enjoy spending time with them and helping them to develop to their full potential.
8. Be able to work in a non judgemental way and have an understanding of equal opportunities.
9. Have a high degree of integrity and trustworthiness.
10. Ability to complete written and computerised records – guidance will be given.
11. Have a good sense of fun.
12. Must be flexible as evening and weekend working will be required for this post.
13. Be prepared to undertake appropriate training.
14. Hold a valid driving licence
15. Have own transport (car)



Desirable Criteria

1. Hold a qualification in care/children's studies.
2. Business insurance cover to enable transportation of children or younger adults
3. Have previous experience of a caring role with disabled children and younger adults
4. Hold a current DBS (CRB).
5. Hold a level 3 qualification in childcare or equivalent

To apply for this position, please send your resume along with a covering letter to the General Manager Laura Beresford at laura.beresford@umbrella.uk.net