



JOB DESCRIPTION

This job description is not incorporated into the employment contract. It is intended as a guide and should not be viewed as an inflexible specification. It may occasionally vary in the light of strategic developments, following discussion with the post holder.

JOB TITLE: Activity Centre Manager (Full time, Tuesday – Saturday, including occasional Sundays and Mondays)

RESPONSIBLE TO: Thomley Hall Centre Director

LINE MANAGER TO: Visitor and Public Relations Officer
Senior Playworker
Casual Playworkers
Caretaker
Cleaner

PURPOSE OF CENTRE: Thomley Activity Centre is a recreational facility for disabled children, their families, friends, schools and groups. Its main purpose is to achieve the following outcomes:

- To increase self esteem, health, confidence, social and physical skills of disabled children, their siblings and friends through accessible play, recreation and education
- To provide parents and carers with opportunities to meet others who have disabled children, to lessen their isolation & to increase their ability to support their children through play, recreation and access to information
- To raise awareness amongst the community, to encourage understanding and acceptance of disability issues, and to increase ability to include disabled children within their own community activities

JOB PURPOSE: The Activity Centre Manager is responsible for the day-to-day management of Thomley Activity Centre following current policies and procedures, implementing projects, providing services, supporting centre users, managing programme staff and resources, and keeping abreast of best practice.

KEY RESPONSIBILITIES:

Be accountable for correct implementation of policies and procedures relating to service delivery, personnel, and health and safety.

Management of the Activity Centre

- Be a member of the management team

- Manage the daily operations of the Activity Centre
- Keep abreast of, and share current legislation, government strategies, best practice and external services through networking and literature research.
- Contribute to the development of policies and procedures
- Manage funded projects e.g. BBC Children in Need and others
 - Define project objectives and overall plan
 - Manage project activities and budget
 - Monitor and evaluate project outcomes
 - Write project reports for donors
- Contribute to the development and review of programme management tools such as:
 - business plan
 - policies and procedures
 - organisational systems
 - centre development plans and budgets
 - evaluation tools
- Provide monthly Activity Centre reports to the Director and Trustees
- Participate in management meetings and HR Sub-committee meetings
- Attend Trustee meetings and AGM when required

Human Resource Management

- Together with the management team, contribute to recruitment processes
- Ensure measures are in place to maximise communication between staff and to minimise stress and conflict, i.e. through regular staff meetings, performance appraisals and an open door policy.
- Seek advice from the Staffing and H&S Coordinator to resolve any significant personnel issues
- Be responsible for ensuring sufficient daily staff coverage, to support visitors and maintain safety within the centre at all times
- Work together the Staffing and H&S Coordinator to book casual staff hours
- Coordinate the morning meeting and delegate staffing duties
- Work with the Staffing and H&S Coordinator to define staff training needs
- Deliver aspects of training to staff and volunteers
- Keep record of casual staff hours

Visitor Support

- Support the Visitor and Public Relations Officer and the Playwork team in daily booking procedures and delivery of support to children and their families
- Support parents and carers whilst on site through discussion and information sharing.
- Visit other organisations to maximise knowledge of other available support.
- Coordinate development of sharing play ideas i.e. through play ideas booklet and craft of the month

Develop Centre Usage

- Develop strategies to establish and promote new services, in close consultation with visitors and Thomley staff.
 - Carry out a needs assessment
 - Define project activities
 - Identify necessary project resources, staffing requirements and relevant skills
 - Propose appropriate partnership working
 - Draw up an outline project budget in liaison with the Finance Officer

- Projects include development of the following services or activities:
 - Horticultural activities
 - Focus days (i.e. Dads days, vulnerable children and siblings days, 50:50 ratio on community days, hairdressing and shoe fitting and parent discussion groups)
 - Teenage provision
 - Increasing capacity for usage by families and groups during weekends and school holidays
 - Promoting term-time usage
 - Disability awareness, with particular focus on mainstream schools
 - Shuttle bus service
 - Relief care, evolving to respite care

Public Relations

- Support the Visitor and Public Relations Officer to publicise daily activities
- Contribute to development of publicity materials, delivery of presentations, running exhibition stands and organisation of publicity or fundraising events

Health and Safety

- Contribute to risk assessments
- Be jointly responsible for the safety or well-being of anyone on site (including visitors, staff and building contractors, etc) in relation to all health and safety issues.
- Ensure that visitors are aware of health and safety procedures
- Accurately report all accidents and incidents
- Fulfil roles of Child Protection Officer, First Aider, and Fire Marshall
- Coordinate the cleaning and tidying of the site

KEY COMPETENCIES

ESSENTIAL	DESIRABLE
• Level 3 training (i.e. Diploma, NVQ or CACHE) in childcare related topic or other relevant qualification	• Level 4 Management training or other relevant qualification
• Proven experience in managing services for children in either social care, health, education or childcare	• Experience of working in a charity
• Experience of working with children with learning disabilities and autism	• Experience of working with families
• Significant experience of personnel management	• Child Protection training
• Knowledge of key issues surrounding disability, including equality, access, inclusion, behaviour etc.	• First aid training
• Good interpersonal and communication skills to work with a diverse range of people	• Fire Marshall training
• Experience of working in a pressurised environment dealing with conflicting priorities and strict deadlines	
• Competent computer skills	
• An aptitude to develop skills and acquire relevant knowledge through training opportunities	
• An understanding of and a commitment to Equal Opportunities in the workplace	
• CRB check	

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| • Own transport | |
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