

JOB DESCRIPTION

Project Coordinator After School Club



Job Title:	Project Coordinator After School Club
Location:	Hybrid home working and office based
Salary:	We support flexible working £25,480 (pro rata £15,288, 21 hours per week) Term time (under review)
Accountable to:	Group Support Manager

JOB PURPOSE

To develop and support the delivery of the After School Clubs at PLUS.

This role will involve working closely with staff teams to upskill them to work in creative ways to develop positive outcomes and evidence progression for each young person who attends. Building relationships with the children and providing consistency here is also a key priority. The post holder will be required to develop partnerships with families and other key agencies such as school, social work and healthcare staff. This would include the attendance at regular review meetings for the children involved.

PRINCIPAL RESPONSIBILITIES

- **Planning and Service Delivery**
 - Coordinate and develop this post along with the young people and their families, in line with National Care Standards
 - Communicate effectively with families and professionals to increase awareness of the service and to generate referrals
 - Promote a robust person centred service with an outcomes focused approach
 - Develop a team of workers for the After School Club, enabling us to offer the children and their families greater continuity
 - Coproduce the service along with the children attending, ensuring that the service develops and changes along with the children
 - Review success of the project through planning, monitoring and evaluation using tools which enable all young people to be consulted

- **Administration**
 - Monitor feedback and hours of service worked by staff and volunteers
 - Maintain accurate records of attendance and activities
 - Share up to date information with sessional workers electronically and in person
 - Undertake regular updates to the electronic files for staff and young people
 - Contribute to maintaining accurate records of information and reporting with regards to young people, staff and partner agencies
 - Provide data and statistics on request for board papers
 - Provide evidence and case studies for regular reports to funders

- **HR**
 - Provide effective line management of all relevant staff, promoting opportunities for continuous professional development implementing PLUS Policies on Recruitment and Induction
 - Participate in all aspects of the organisations work including Recruitment, Induction, Training and Promotional Events

- **Personalised Provision**

- Promote a robust person centered service with an outcomes focused approach
 - Work in partnership with individuals with disabilities and their families, actively involving them in the development of the service to support their individualised outcomes
 - Work alongside children, young people and their families to ensure their outcomes remain relevant
 - Ensure effective systems for monitoring progression and identifying how and when outcomes are met
 - Support families to ensure skills are being transferred into the home environment and providing input to develop and encourage this
 - Attend meetings and/or submit feedback for the young people accessing your project, as appropriate
- **Quality Assurance**
 - Develop effective systems for monitoring progression and identifying how and when outcomes are met
 - Ensure continued high quality service provision which provides evidence of development and meets the needs of the children and young people involved
 - Ensure thorough and frequent monitoring and evaluating takes place, utilising a variety of games, tools and structures
- **Finance**
 - Monitor income and expenditure for the project on a session by session basis to ensure ongoing sustainability.
- **Health and Safety**
 - Ensure all packages of care comply with PLUS standards and meet legislative requirement e.g. Health and Safety Risk Assessment
 - Developing and implementing individualised risk assessments for each individual accessing the service to ensure they remain safe from harm
- **General**
 - Understand and adhere to PLUS policies and procedures, and promote their use by all staff
 - Attend team and individual meetings with colleagues and managers
 - Undertake and other duties seen as appropriate by PLUS Managers

- SPECIAL FEATURES/ADDITIONAL DUTIES**
- Act as a point of contact for out of hours work on a rota basis as required
 - You may be required to act as a Fire Warden for PLUS, undertaking the relevant training to do so
 - There is a requirement to undertake hours on a flexible basis, which may at times require working evening and weekends as necessary in order to ensure appropriate fulfilment of duties
 - The organisation reserves the right to vary or amend the duties and responsibilities of the post-holder at any time according to the needs of the organisation's business

Agreement:-

Project Coordinator Signature:

Chief Executive Officer Signature: **Date:**