

Job Description

Job Title: Family Support Activities Officer

Department: Community Services

Primary Objectives:

You'll be responsible for organising and delivering a programme of challenging, fun and exciting activities for children and young people with sight loss.

Your programme will build the confidence and self-esteem, improve personal development and support individuals to make life choices that achieve their aspirations.

You'll engage with parents / carers and professionals to develop networking opportunities and encourage peer support.

Main Duties:

Plan and deliver a programme of activities and sessions, that will be interesting, challenging and support the progress of children and young people with sight loss and their families.

Risk assess all activities that are delivered and ensure high levels of Health and Safety are maintained

Identify the needs of children and young people through formal and informal consultation and tailor the activities to reflect children and young people's aspirations.

Respond to the needs of parents, providing opportunities to enable them to access valuable peer support, feel empowered and able to support the development of their child/ren.

Identify barriers that children and young people face in everyday life and develop outcome based activities which enhance life skills and promote social inclusion.

Monitor and evaluate the quality of your activities through formal and informal data capturing, using evidence to plan future activities and continuous improvement.

Work in partnership with other agencies in order to respond appropriately to the needs of young people and their families and also parents with sight loss.

Ensure that Vista is involved in the development of an outcome focused person centred plan for each young person, in cooperation with families and other agencies that are providing a service, ensuring that all the children are supported in a coordinated way to achieve their aspirations.

Raise the awareness in the local community and with other organisations about the needs of young people who have a sight loss.

Represent Vista at local forums and meetings and other networking events to promote and raise awareness of the children's activities.

Provide support and direction to volunteers involved in supporting activities for children and young people, and their families.

Take part in media and marketing activity that promotes the services of Vista as required.

Ensure that children and young people are safeguarded against harm and abuse.

Keep up to date with legislation appropriate to the role including but not exclusive to: SEND protocol, Working Together to Safeguard Children From Harm & Children and Families Act.

Resources

People:

Responsible to the Senior Family Support Officer.

Responsible for volunteers involved in supporting activities for children and young people and families.

High interaction with SEND teams and internal departments at Vista

Regular contact with Family Support Officer and Habilitation workers

Supports volunteers in both internal and external capacity

Financial:

Report monthly on budget spending – devolved responsibility Cash handling for activities and residential breaks

Invoice management in relation to activities

Non-financial:

Manage health and safety at all times to reduce reputational risk and uphold Vista's brand.

Responsible for achieving any funder related targets for Children, Young people and their families taking part in the programme.

Special Factors:

Physical – some lifting of equipment, arts & Craft etc.. venue arrangements and moving of tables and chairs & luggage on residential trips

Environmental – weather extremes on activities, activities are all year round and involve indoor and outdoor activities. Can be subject to noisy environment on activities and also lone working/

People related - Can be subjected to personal hygiene issues with C&YP.

Children can be very emotional also emotional families, can be first point of call for many families.

Children present difficult and challenging behaviour and can also be subject to aggression from family members or siblings.

Can be involved in safeguarding concerns and referrals

Emotional support of children with complex needs and their families

Additional responsibilities

1. To ensure activities comply with current law
2. To operate within the law at all times, with particular reference to health and safety; safeguarding; equality and data protection legislation
3. To work flexibly, including additional hours from time to time to meet the needs of the job, and some unsocial hours working

Prepared by: SP / PV

Date/ Rev January 2024

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Person Specification

| Criteria | Essential | Desirable | How Identified (e.g. form, interview, test) |
|---------------------------|---|---|--|
| Qualifications & Training | <ul style="list-style-type: none"> Minimum of 2 GCSEs, or equivalent grade 4 (one of which must be English Language). Level 3 Qualification / working towards to work with children and/or disabled children – or knowledge by experience Working knowledge of MS Office | | Application form Diploma/ Certificates |
| Experience | <ul style="list-style-type: none"> Experience of working with Children and Young People with disabilities Experience of working in the voluntary sector or with volunteers Setting up and running projects for children | <ul style="list-style-type: none"> Knowledge of different cultural backgrounds | Application form Interview |
| Skills & Knowledge | <ul style="list-style-type: none"> Good interpersonal skills Ability to relate well to parents and carers Empathetic to the needs of parents and carers of disabled children Proven ability to innovate Good organisational skills Ability to meet deadlines Ability to use a computer Knowledge of relevant local and national policies and procedures Working knowledge of Children's Safeguarding protocols and legislation | <ul style="list-style-type: none"> Good report writing skills | Application form Interview Assessment Test |

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|--------------------|---|---|----------------------------|
| Personal Qualities | <ul style="list-style-type: none"> ▪ Proven commitment to work creatively with children and their parents ▪ Empathy with parents of a disabled child ▪ Commitment to the philosophy of Vista ▪ Willingness to develop skills through training | | Interview References |
| Physical | <ul style="list-style-type: none"> ▪ Ability to participate in activities | | Application form Interview |
| Other | <ul style="list-style-type: none"> ▪ Willingness to work flexibly, in particular to work out of hours / evening / weekend | <ul style="list-style-type: none"> ▪ Driving Licence | Application form Interview |