

# KIRKLEES

COUNCIL

## J O B D E S C R I P T I O N

**DIRECTORATE:** CHILDREN & FAMILIES

**SERVICE:** EARLY INTERVENTION & TARGETED SUPPORT

**JOB TITLE:** ASSISTANT MANAGER – YOUNG PEOPLE'S  
ACTIVITY TEAM

**GRADE:** 9

### **ABOUT THE JOB**

The Children with a Disability Play Scheme/Activity Service has developed rapidly over the last few years. The team now work with over 200 service users and provide youth clubs, holiday schemes, Saturday clubs and an out and about service to Children and Young People with a wide range of disabilities in Kirklees, who have been assessed as having a need.

The aim of the service is to:

- Meet the needs of disabled children who have complex needs and whose health and development is being impaired or there is a high risk of impairment or where they may be at significant risk. The intervention provided is part of a multi-agency package of intervention/support for children with a disability who are in need and children in need of protection.
- Provide support to parents, carers and families to prevent family breakdown by providing them with a break (respite).
- Enhance the social experience and opportunity of the children who attend
- Increase the child's or young person's social, self-help and independence skills.
- Provide a fun, relaxing and safe environment.
- Be a pathway towards inclusion.

As Assistant Manager you will be responsible for a team of officers and volunteers and you are responsible for ensuring that the highest standards of professional care and services are promoted, delivered and maintained. You must manage the team effectively; ensure all practices are in accordance with service policy and procedures.

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## Outcomes

1. That service users retain choice, individuality and personal dignity receiving high standards of care and levels of independence where appropriate.
2. That service provided is non discriminatory, ethnically sensitive and responsive and appropriate to the needs of the service users.
3. There is a high satisfaction level in terms of customer service.
4. There is a highly motivated, trained and professional staff team equipped with the support and knowledge needed for efficient service delivery.
5. Service aims and objectives are met.
6. There are effective consultation and liaison processes with service users and all other relevant parties.
7. There is effective policy development and change management.
8. The service has a positive image and communicates its values, aims and objectives effectively.

## **Miscellaneous**

You will be expected to carry out your duties in line with the Council's policies, procedures and relevant legislation. You will be made aware of these in your appointment letter, statement of particulars, induction, ongoing performance management and development and through Council communications.

As part of your wider duties and responsibilities you are required to promote and actively support the Council's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting them from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. Safeguarding relates to everyone who may be vulnerable, not just the very old and the very young. Please click [here](#) to read our safeguarding policy. Alternatively go to:

<https://jobs.kirklees.gov.uk/GenText.aspx?page=page1>

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**RESPONSIBLE TO:** Young People's Activity Team Manager

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**RESPONSIBLE FOR:** Group Leaders  
Assistant Group Leaders  
Casual Workers/Volunteers

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## **PERSON CHECKLIST**

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

We also expect you to promote and role model the Council's Expectations of a New Council employee within the organisation.

This role is at level 2. To find out more about Council Behaviours please click [here](#) and click on the tab "Working for Kirklees".

These behaviours will be tested through the selection process.

**For Recruitment Purposes:** In order to be considered for this role you will need to demonstrate the following skills, abilities and experience on your application form:

- Proven experience of working with children with complex needs and disabilities.
- Understanding and ability to use IT systems.
- Knowledge of procedures on fire precautions, drills, health & safety and drug administration.
- Basic knowledge of building maintenance.
- Knowledge of budget management and monitoring.
- Knowledge of Child Protection issues/procedures/ protocols.
- Willingness to undertake an enhanced Disclosure & Barring Service check. Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process.
- The physical nature of the role requires you to be able to bend, lift and carry, so you will be required to undertake a standard medical screening and any other medical screening as determined by the Occupational Health Unit, appropriate to the occupation risk.
- Ability to work across 7 days on a rota basis.

JD Reference No	3019CWaD
JD Prepared / Amended	01/05/07
Refers to Estab(s)	

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