

HEALTH FOR ALL (LEEDS) LTD

Family Activity Worker Raising Aspirations Project Community Led Local Development

JOB DESCRIPTION

SALARY:	£16,216.20 Full Time Equivalent (Pro rata for part time hours)
HOURS:	17.5 hours per week
OFFICE BASE:	Tenants Hall, Middleton Family Centre and other Health for All Centres and Offices
REPORTS TO:	Senior Worker / Co-ordinator – Raising Aspirations
RESPONSIBLE TO:	Operations Manager – HFA Young People & Families Service

MAIN PURPOSE OF THE POST:

- To deliver engaging, creative activities for children and their families supported by the Raising Aspirations Project and other relevant family projects delivered by Health for All.
- To operate in line with Health for All values showing commitment and a positive attitude to the post and Health for All objectives.

DUTIES:

- To provide high quality activities for children and families in a range of community settings across the CLLD catchment area
- To ensure the children's and family activities provided offers appropriate education, stimulation and support to the children engaged
- To deliver holiday activities for children and their families.
- To ensure that children's activity sessions are appropriate, well planned and prepared and are appropriate to children's ages and needs.
- To ensure that suitable, adequate resources and equipment are provided for play and children's activity sessions.
- To develop and facilitate a welcoming environment for children and parents.
- To ensure that appropriate safeguarding procedures are followed.

- To ensure that the children's activity facility is a safe environment for children, that equipment is maintained, standards of hygiene are high, safety procedures are implemented and fire drills regularly carried out.
- To be responsible for the implementation of systems of observation and record keeping for the sessions.
- To work alongside young people and families team to support children and families affected by Covid 19 (e.g. healthy holidays activities, food pantry project, activity packs for children & young people and other support.)
- To help with outreach and promotion of activities delivered by Raising Aspirations project.
- To advise the Co-ordinator of any issues or concerns regarding health and safety and safeguarding.
- To ensure that all records are properly maintained including registers and accident book.
- To implement all current relevant policies and procedures in a proactive and inclusive manner.
- To advise the manager of any issues or concerns regarding health and safety, child protection and adults at risk.
- To attend any relevant training for the Raising Aspirations project
- To attend team meetings as advised
- To carry out the duties of the post with due regard to HFA's Equality and Diversity policy
- To undertake any other duties within the scope of the post as directed by the manager of the Raising Aspirations project.

3. Relationships

The post holder will be expected to work as a member of the Raising Aspirations Project maintaining a close working relationship with other colleagues, service users, parents and carers and other agencies.

4. Social Conditions

All staff may be required to undertake some work outside normally agreed working hours in consultation with the Manager, for which time off in lieu may be taken.

5. Training

Health for All has a positive commitment to training and development of employees in all areas of its activities. Employees are expected to adopt a positive attitude to any training provided and also to their own personal development.