

Activities Co-Ordinator Job Pack



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Registered charity England 1163942

Hello and thank you for your interest in applying to join the team at Active8. As a charity, we have been supporting young people with physical disabilities across Cornwall for over 30 years and are proud to be continuing to strive for a better world for people with disabilities to live in. The power of our work cannot be underestimated.

We are currently facing our biggest challenge to date with the long term impact of the pandemic. There has never been a time when our youth work and advocacy opportunities have been so important and we are looking for a driven, passionate team player to help us with our work.

I hope that the job information pack answers any questions you might have but if there is anything else you would like to know then please do get in touch.

Regards,



John Sweeting

Active8 CEO

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A bit about Active8

Active8 was created in 1990 on the request of a young man with a physical disability. He asked his social worker to arrange for him to meet with other like minded young people who faced similar challenges to him.

A residential programme was started, giving young people with physical disabilities an opportunity to meet up and try a range of exciting, challenging activities. Activities include surfing, sailing, abseiling, disability sports, arts and crafts and music events. Through this programme, young people discover that they can achieve what they never thought possible, and this filters into their everyday lives, where they become more independent and autonomous.

It became evident that once the programme finished, many young people still needed support to continue their journey to full autonomy. Employment, independent living, use of public transport, continued access to friendship and new opportunities were still areas that young people needed support with. In the past, the group have helped organise trips to the ParaAthletics in London, cookery classes at Rick Steins, theatre trips, visits to Tattoo exhibitions and ComicCons, weekend trips to Butlins and various fundraising activities. The group also carries out various advocacy work including supporting organisations to become more accessible and raising disability awareness through attending conferences and running workshops.

With your help we can ensure that as many young people as possible get the help they need.



Ben attended the Paralympics in London in 2012 with Active8. He returned determined to be an athlete. He swapped courses from IT to Sport and despite having no racing chairs, facilities or coaches in Cornwall at the time, he decided to take up wheelchair racing. He became the 800m and 1500m European champion in his category of wheelchair racing, has now completed a degree in Disability Sport and has moved to Japan where he now lives with his wife.

What it is like working for Active8



We are a charity that supports the wellbeing and aspirations of young people and consequently the wellbeing of our staff is first and foremost. We welcome flexible working and trust our staff to manage their own time.

No matter what your role is within Active8 we encourage staff to get involved with the youth work delivery and join the activities to see what the hard work behind the scenes is for.

Full time employees are entitled to 28 days annual leave and TOIL for any additional work they do.

The role

Location:

The role will be based out of the Victoria office for at least one day a fortnight with the option of home working for the rest of the time

Reports to:

The CEO of Active8

Salary:

£22-28k pro rata

Hours:

35 hours a week with the potential for a job share or part time working

Location:

Hybrid / Based in our Victoria office

Deadline for applications:

5th April 2024

Interview date:

week commencing 15th April

This is an exciting chance to really make a substantial difference to the number of young people who can be reached by Active8.

Ideally we are looking for a candidate with experience of youth work delivery, leading on projects and running events.

However willingness to learn, passion for the cause and transferable skills count for a lot and training will be provided if you do not have direct experience but you are creative, good at organisation, enjoy building relationships and have an eye for detail.

An average week might involve a residential or day activity with our group. It might be meeting members on a 121 to support them with their individual needs or planning the next exciting event for our members to attend.

As you would expect when working for a small charity no two days are the same and we all 'muck in' doing things outside of any job description - which will make working at Active8 so varied and enjoyable.

The post holder will not be expected to provide personal care. The successful candidate may be required where appropriate to support young people with tasks such as eating their food, drinking, pushing people in wheelchairs and supporting them on activities.

Job Description



We are seeking an experienced and highly motivated youth worker who has excellent planning skills, is great at communicating with different groups of people and the ability to support our members to lead.

Preferably the successful candidate will be able to demonstrate previous experience of leading on successful youth work projects, have experience of 121 and lone working, experience of managing relationships at varying levels, an understanding of disability awareness and working to budgets.

The post holder will be required to manage the day-to-day jobs of the Illumin8 project predominantly working with 18-30 year olds. This will include planning and running events, organising members to get to events including transport and adaptations needed and supporting members with 121 support. The candidate will also be responsible for supporting the rest of the team and other projects we run including Acceler8 and our Advocacy work.

We can't emphasise enough how much we value transferable skills and passion so please do not be put off from applying if you are applying from a different sector/role.

Key responsibilities

- Illumin8 programme development and delivery in consultation with members including 121 work, group activities and advocacy, through at least one day or residential weekend per month and additional evening work.
- Work alongside participant's families and other professionals who work with them to support participant's personal development.
- Developing and maintaining communication including Online Social Networking.
- Supporting the work of the Active8 manager and work collaboratively with the other members of staff.
- Record and demonstrate outcomes to support funding application and evaluation reports.
- Producing and working to budget. Monitoring expenditure and ensuring correct cash handling.
- Work with and support participant's families, carers, local community groups and agencies.
- Liaise with and where appropriate joint work with other agencies to develop and/or deliver programmes.
- Ensure compliance with all relevant policies and working practices.
- Performing and ensuring day to day administration is completed.
- To be aware of and adhere to Active8's ethos and philosophy, Policy and Procedures.
- To maintain confidentiality of information acquired in the course of undertaking duties for Active8.
- To be responsible for your own continuing self-development, undertaking training as appropriate.
- To undertake other duties appropriate to the post as required.

Person Specification

We are open to anyone coming from a variety of roles/sectors with plenty of transferable skills and experience.

Ideally we are looking for someone who can demonstrate the following / evidence the equivalent of.

Active8 values diversity and is committed to equality of opportunity and welcomes applications from all sections of the community.

Desirable experience in

- Facilitating personal development
- Developing training courses to suit groups of people, taking in their individual and collective needs
- Teaching or training young people
- Working with people with disabilities
- Delivering outstanding support

Desirable skills, knowledge and abilities

- Excellent communication skills, especially verbal, with experience of running youth work projects
- Ability to develop an understanding of the issues young people may live with because of their impairment / disability
- Good computer and social media skills
- Excellent organisational skills
- Ability to manage multiple tasks and prioritise
- Meticulous attention to detail
- Ability to work with financial figures, budgets and business plans to a high standard
- Proven ability to develop and maintain good working relations both internally and externally
- Ability to differentiate between caring and enabling roles
- Ability to develop people's strengths and abilities whilst taking into account their impairments
- Working with young people to safeguard their welfare
- Understand the need for personal & professional boundaries in person and online
- Ability to work around the whole of the county
- Designing and developing new opportunities for people with physical impairments
- Ability to develop independent living skills in others
- Facilitating inclusive activities
- Recording young people's experiences, outcomes and outputs
- Providing information to aid policy, including report writing
- Supporting volunteers and young people
- Promoting a culture of health and safety
- Promoting a culture to safeguard the welfare of young people
- Use systems to safeguard young people and volunteers' welfare

Personal Attributes

- Highly self-motivated, a pro-active and flexible approach
- Ability to work independently and on initiative
- The ability to work well with other colleagues, seeing the bigger picture and supporting peers and colleagues regardless of their role in the charity
- Ability to see the person first and take account of needs created by people's impairment