



Together in Penn Fields

Sessional Holiday Activities Co-ordinator

Job Purpose:

Together In Penn Fields is a lottery funded project aimed on delivering programmes and workshops to the local community of Graiseley and Penn Fields.

Based at Lea Road Community Church, the project seeks to continue the impact the church has had in the community over many decades.

Being at the heart of a transient and diverse community, the main goals of the project are to increase aspirations, reduce isolation and integrate communities.

The project has been established since 2021 and is now heading into our fifth year of funding after successfully being awarded a further 3 years of grant money from the Big Lottery.

Monday: To continue developing the Junior Youth Club (School Years 2-6), which would include a wide range of age-appropriate activities.

Wednesday: Youth Club is a happy and relaxed group inviting secondary school aged young people to participate in social activities, sports, events and outings.

Job Title:

Holiday Activities Co-ordinator

Job Requirements:

Essential Criteria - Experience of working with Children & Young People and Families.

Desirable Criteria - NVQ Level 3 or equivalent qualification in a related field or work would be preferable.

Job Responsibilities:

- Plan and deliver a variety of activity programmes for children and young people, ensuring all sessions are engaging and age appropriate.
 - Demonstrate a strong understanding of the challenges faced by young people and show a genuine commitment to supporting individuals from diverse backgrounds.
 - Provide support to young people with integrity, especially during stressful situations, always maintaining professionalism.
 - Build positive relationships using excellent interpersonal skills, creating a welcoming and inclusive environment for all.
 - Set clear boundaries and confidently address inappropriate behaviour when necessary.
 - Be open-minded and willing to embrace new ideas, adapting activities to suit the needs and interests of the group.
 - Communicate effectively both verbally and in presentations, ensuring information is clear and accessible.
 - Show compassion, patience, and tolerance towards others, with flexibility in your approach to working hours and responsibilities.
 - Have an interest or skill in sports, performing arts, or crafts to enhance activity offerings.
 - Use active listening and problem-solving skills to address issues as they arise quickly and constructively.
 - Demonstrate good knowledge of health & safety standards and safeguarding procedures; first aid training is preferred.
 - Report any safeguarding concerns promptly to the safeguarding team, taking responsibility for the welfare of participants.
 - Support and supervise a team of volunteers, helping them to contribute effectively and feel valued within the programme.
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Salary/Hourly Rate:

£16.64 per hour

Contract:

Holiday Sessions: 6 hours, 9am – 3pm. *(Dates to be arranged)*

12 additional hours to support the development of programme activities.

Location:

Lea Road Community Church, 54 Lea Road, Wolverhampton WV3 0LW

Closing Date:

Closing Date for applications – **Friday 20th March**

Application Process:

Please submit your CV and a letter of interest to –

Daniel.tipf@outlook.com

Candidates will be informally invited to visit the project on either **Tuesday 24th** or **Wednesday 25th March**, followed by a short interview on the same day.
