



The
Boathouse
Youth

making their world a better place



Holiday Club Assistant

Holiday Activity & Food

Employment Pack

The Role

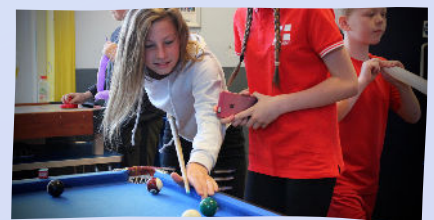
Reports to:	Head of CYP Services
Team:	HAF Seasonal Team
Senior Leader:	No
Line Management Responsibility:	No
Budget Responsibility:	No
Hours:	School Holidays / Out of term time (Hours are dependent on your availability)
Remuneration:	£11.50 to £13.50 (£11.50 for Team member, £13.50 for Team Leader)
Location:	Blackpool

About The Boathouse Youth

The Boathouse Youth is an amazing (and rapidly growing) children's charity operating in Blackpool. We provide services to young people living in the Bloomfield and Grange Park communities of the town; the majority of whom are suffering some form of disadvantage - usually sourced from poverty.



The charity provides an exciting and vibrant programme of between 20 and 30 weekly sessions at evenings and weekends for members Aged 5 - 17 across four age-groups. In addition to this, we provide a whole host of school-holiday activities including day-trips, projects and residential experiences including Canal Boating, Camping, Cycling and the Duke of Edinburgh's Award.



Everything we provide is **completely free-of-charge**.



Job Purpose

We are seeking seasonal staff who can support, engage, and enhance our Holiday Activity and Food Programme delivered to children and young people eligible for free-school-meals across Blackpool.

The successful candidate will be a part of the delivery of a wide-range of different enriching activities for children in Key stages 1, 2, 3 and 4 in various locations including schools and our youth centres.

At The Boathouse Youth we pride ourself on our team ethos - we have multiple days of the year to come together as a team and take part in team building and social events. These are not compulsory, however we do encourage everyone to attend.

The HAF Programme is only delivered during school holidays (up to 12 weeks per year).



Eat more healthily
during the school holidays.



Be more active
during the school holidays.



Participate in
enriching activities.



Stay safe during
the school holidays.



Increase knowledge of
health & nutrition.



Be more engaged with
schools and services.



The Person

We are looking for a charismatic, flexible and friendly team-player who is enthusiastic about working with young people.

The role requires a multi-skilled individual who wholeheartedly believes in the work the charity undertakes and passionately wants to make a difference.



You MUST be a positive role-model. This means you need to be a person of honesty, integrity and good standing. You should be well-presented, well-mannered and well behaved.



You're a natural with all people! You understand how to engage them in all levels of conversation and relate to them on a personable level whilst maintaining a professional dignity.



You have a good understanding of modern technology including smart phone applications, internet-based software and the basic Microsoft Office programmes.



You have a POSITIVE and "can do" attitude to everything in life. You want to continually improve yourself and others. You accept feedback/support and help.



You are GREAT FUN - 99% of the time! Boring old bores need NOT APPLY! Our young people want infectious laughs, contagious smiles and lots of energy. We are their favourite thing!



*If you recognise yourself in that description
then this could be the job for you!*

Key Tasks

Your main responsibilities will include:

1. Under the direction of the Head of CYP Services you will help, support, lead and deliver the Holiday Activity and Food Programme.

- Support and deliver sessions during Holiday Clubs
- Offer honest feedback to help develop the HAF Programme
- Give 100% whilst working for The BHY - joining in with sessions and getting involved
- Bring your smile to work with you and pass it on to our young people and colleagues

2. Work effectively with Young People. Support and help develop them in a safe and responsible way.

3. Adhere to and implement the organisation's policies and procedures.

4. Actively participate in and contribute to staff meetings.

- Present and offer any ideas or suggestions you may have for new initiatives
- Listen and respond to any feedback from colleagues.

5. Provide excellent examples of building professional relationships, delivering high-quality sessions, maintaining positive behaviour and your understanding of good practice.

Key Tasks

Other responsibility will include:

- Ensure that all incidents, accidents, allegations or concerns are reported and recorded in line with the relevant procedures.
- Have an excellent knowledge of the following documents:
 - Staff & Volunteer Handbook
 - Behaviour Management Policy
 - Safeguarding Bundle
 - Health & Safety Policy
- Build and maintain effective relationships through excellent communication with staff, volunteers, parents and other stakeholders.
- Develop and maintain a good knowledge of The Boathouse Youth.
- Professionally and proactively represent the organisation at all times.
- Ensure that all provision is run in accordance with the organisational procedures.
- Where responsible, ensure that all premises are opened-up.
- Attend one-to-one supervision meetings and annual appraisals.
- Cleaning and maintaining premises, vehicles and delivery areas.
- Other reasonable duties as advised.

Person Specification

	E	D
Qualifications		
Level 2 (or higher) Qualification in a relevant area.		X
Additional qualifications in a skill or discipline. E.g. Outdoor Education, Performing Arts, Self-Defence, Photography, etc.		X
Full UK Driving Licence		X
Enhanced DBS Certificate	X	
Skills & Experience		
An understanding of the issues and challenges faced by the children, young people and families living in Blackpool.	X	
Lived experience of the issues faced by the children, young people and families with whom we work.		X
Experience of working at a ground level with children, young people and families in a community setting.		X
Experience of working as part of a team and supporting one another to achieve mutual goals and targets.	X	
Experience of delivering education and/or recreational activities to children and young people.		X
Experience working within the charity or education sectors.		X
Excellent communication skills.	X	

Employment Benefits

- Regular workplace social events (Cycling day / Tough Mudder / Staff residential)
- Competitive rate of pay
- Refreshments on shift
- Training and CPD opportunities.

Safeguarding

The Boathouse Youth is committed to the effective Safeguarding of its Young People. This post will be recruited in accordance with the NSPCC's guidance on safer recruitment. This includes a thorough interview, scrutiny of former employment, a requirement for references and an Enhanced DBS check.

How to apply

To apply please complete our online application form (www.thebhy.co.uk/application) or you can send a copy of your CV and Covering Letter to sarah@thebhy.co.uk

Please email any enquiries to:

Sarah Lindsay, Head of CYP Services: sarah@thebhy.co.uk

Closing date for applications:

Ongoing

Please note: We reserve the right to close the application process at anytime and therefore encourage early applicants.

