**ROLE DESCRIPTION**

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| **TITLE** | Short Breaks Practitioner  |
| **ACCOUNTABLE TO** | Operational Lead |

**Mission**

Ruby’s Fund aim is to provide play and recreational opportunities for children and young people with additional needs and disabilities. We believe every child has the right to play, regardless of their individual needs or abilities.

**Values**

All Ruby’s Fund staff and volunteers are expected to demonstrate the Charity’s values by working positively as part of a team delivering vital high quality services to disabled children and young people to create a society where all are valued and encouraged. In return, Ruby’s Fund will offer you support, training and development and the best resources that we are able to provide to help you give your best in your work with us.

**Service**

Ruby’s Fund runs a busy short breaks service at Ruby’s Fund Sensory Centre for children with additional needs aged 0 – 8 years. We support over 30 families from across Cheshire East.

**Details of the Role**

Ruby’s Fund looking to recruit a Short Breaks Practitioner with a minimum of NVQ level 3 Children & Young People or Childcare to support the work of the existing team. The role of Short Breaks Support Practitioner calls for a person who can positively engage with children and young people with additional needs and disabilities. Good organisational skills, creativity and a good sense of humour are also an essential part of this role.

**Objectives of the post**

* Support the Short Breaks Team to deliver fun short break sessions whilst helping the child work towards individual targets by encouraging their skills, and promoting their development.
* Co-ordinate, plan and organise structured activities
* To be an active part of the Short Breaks Team who deliver a high quality environment by following Ruby’s Fund policies and procedures.
* Support children to ensure that they have a voice and that Ruby’s Fund are providing activities that meet their requirements

**Communication**

* Attend regular team meetings
* Represent Ruby’s Fund in meetings and relevant forums.
* Assist the Short Breaks Team in collating evidence for grant funders and the Board of Directors.

**Training and Development**

* Complete mandatory induction and training courses, as and when required
* Additional training and development will be discussed as part of supervision.

**Organisational:**

* Accountable to the Operational Lead

**Salary:**

* £9 ph

**Hours:**

* Working hours are 9am – 3pm usually on a Tuesday & Wednesday
* Session times area 9.30-11.30am & 12.15- 2.15pm
* Occasional weekends required to cover holidays

**General requirements**:

* We ask that you can commit to regular sessions without long periods of annual leave to ensure continuity for the children
* Abide by the code of conduct for staff at all times
* Ensure all duties are carried out in accordance with Ruby’s Fund health and safety policies and procedures
* Positively contribute to the achievement of Ruby’s Fund mission and objectives

NB: This Job Description forms part of the Contract of the person appointed to this post. I confirm that I have read and agree to carry out the duties and responsibilities contained in this role description.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PERSON SPECIFICATION**

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| --- | --- | --- |
| **Evidence Qualifications/Skills/Attributes** | **Essential** | **Desirable** |
| NVQ Level 3 Child care of Children & young people qualification  | yes |  |
| Experience of working with children and/or young people with disabilities including complex needs children | yes |  |
| Experience of planning and delivering activities for children and young people with disabilities  | yes |  |
| Experience in working with families- parent carers | yes |  |
| The ability to identify risks effectively | yes |  |
| Good communication skills | yes |  |

**To Apply**

Please complete our application form and return it to:

**Alison Parr**

**Meridian House, Roe Street, Congleton Cheshire, CW12 3HX or email to Alison@rubysfund.co.uk**

Applicants will be asked to attend an interview and will be asked to provide proof of identity and evidence of qualifications

Appointment will be subject to Enhanced DBS and reference checks.

**Ruby’s Fund has a clear commitment to the protection of children and young people and our recruitment process will reflect this commitment**

Applications will be kept on file for a period of 3 months post recruitment and then destroyed in line with our General Data Protection Regulation Policy and Procedure