

Job Description

Community Leader

–

 Children’s Practitioner

 2 Year Fixed Term

 Enact, Enfield Lock

Becoming the best version of ourselves


# Summary

Our New Recruits Brochure will tell all about enact. We invite your application and are happy to answer any questions you might have that would help you. You should read this job description and person specification in the context of our new recruit’s brochure. To apply, we need your latest CV and a cover letter introducing yourself and why you want to work with enact.

## About Children & Families Work at enact

All of our staff team are ‘Community Leaders’ first because building community is our purpose. Every team member takes an interest in all of the age-specific provision, but we recognise the specific training and skills required to work with different age groups and this post recognises your training in the field of children’s and family support work. Our core business is universal recreational children’s work, informal education in a community setting.

Our children’s club has been running for over nine years and has a great reputation. We have been successful in achieving a three-year grant from The National Lottery to ‘Create opportunities for Children and Families’. The grant enables us to add capacity to our existing established activities and support for children aged 0-11, their immediate families and the wider community. This project sits within the enact strategy to better promote the enact vision and mission, giving capacity and support to strengthen the local community.

Children engage with our children’s provision as babies in our Tots group, and transition through Infants and Kids Club before graduating in Year 6 into youth or becoming a ‘Young Leader’. Our groups meet the different needs of our families and we are adding capacity to our team in order to increase the support we can offer to community families.

# Job Description

## Describing the role

Our Community Leader – Children’s practitioner needs to be a passionate, enthusiastic, professional. Your role will predominantly include leading the delivery of the tots stay and play sessions, kids club session, supporting parents and help deliver training. The core work of this role is working with children aged 0-11.

 Practically speaking, you will be creating session plans in line with the Children’s Specialists curriculum and working with volunteers to create resources. You will be leading activities within our children’s club/projects and often leading circle time for groups of up to thirty children. You will coordinate volunteers to ensure a positive Kids Club session engages children successfully and you will regularly communicate with parents to help them get more involved in their child’s progress and enact activities as a whole. You will also be supporting the smooth running of our under 5s play provision working with family groups to ensure they have a wonderful time at these sessions and working alongside our volunteers to run these sessions. Another key project is our weekly after school sports club. You will facilitate the smooth running of this club, working alongside sessional workers to support the children to develop their sports skills and working with young leaders to develop their leadership skills within these sessions.

You will also support young people aged 10-14 to engage in our children’s sessions – enabling them to transition from kids club to youth provisions. Which can be a scary time for them however we believe in continuation and consistency of support. You will help support the Senior youth worker during these sessions and be responsible for delivering sessions in line with our culture and ethos, making them welcoming, engaging and great fun, and ensuring that positive ‘informal education’ is at the heart of our curriculum.

Our approach is focused on building positive relationships based on consistency and an emerging trust. Our Practitioners require dedication and flexibility; the ability to engage children; the ability to embody our vision and inspire families in each area of our mission; the ability to create fun activities and programmes; and willingness to help us to build provisions sustainably. This position is exciting and rewarding as it responds to the needs of young families.

Due to the coronavirus pandemic, we are currently working at a reduced capacity and following government guidelines.

## Major Responsibilities

Responsibilities include, but are not limited to:

Children’s Practice within our 0-11’s programmes

1. Leading and inspiring a session team (sessional workers, volunteers, young people and adults) to deliver a programme of universal, open-access community activities for children aged 0-11, both in school term and holiday time.

1. Building positive appropriate relationships with children and young people and their parents and a range of resources and opportunities to support their personal and social development through recreation, mentoring, skills development and discussion groups.

1. Creating great resources to make our sessions fun, engaging ‘informal learning’ spaces. Co-creating positive programmes that achieve our aims and vision.

1. Promoting and reinforcing a positive inclusive culture.
2. Supporting the 10-14 youth space and helping young people transition comfortably into the youth session.

## Developing a sustainable provision for children and families

1. Leading by example and being a positive role model in the local community.

1. Collecting and recording key data and evidence that we can use in feedback to Trustees and Funders.

1. Using resources effectively to create opportunities to learn and have fun.

## Managing Stakeholders

1. Being one of the ‘faces’ of enact children’s and families work, helping us maintain a positive reputation of the enact Kids Club and family provision in the community.

1. Building positive relationships with all enact stakeholders’ network, including representing enact at public events and meetings, writing reports for Trustees and Funders, using social media updates and creating web-articles that help us expand our influence and communicate the enact ethos and mission

1. Ensuring that enact offers a welcoming and friendly welcome to every visitor.

1. Contributing positively to the wider enact staff team to deliver ‘joined up’ whole family activities, celebration and community events.

Education and Experience:

* NVQ Level 3 or equivalent or other professional qualification in relevant sector (essential)
* Some practical experience in children’s and or families work (required)
* Evidence that you have prepared for working in a Children’s and Families community setting (desired)
* Safeguarding training or the willingness to receive detailed training (essential)
* Evidence of wanting continual professional development through training and learning (essential)

## Knowledge, Skills and Abilities (essential)

* Knowledge of the legal frameworks required in running community based programmes for children.
* Knowledge that you understand how to set up a programme and room with ‘fun’, ‘health & safety’ and ‘learning’ in mind.
* Knowledge of child protection practices and working with confidential personal data.
* Excellent oral and written communication skills for a broad range of stakeholders.
* Flexible approach to changes in circumstances and able to regularly work unsocial hours.
* The ability to manage a range of different projects going on at the same time.
* Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.
* Have a willingness to demonstrate commitment to positive personal values and behaviour that align with the Oasis Community Partnerships ethos and EIYCT principles.

## Benefits

* Competitive Salary depending on experience with the opportunity of progression depending on responsibilities
* Further benefits include:

o Work mobile phone & Laptop computer

* 25 days Annual Leave plus Bank & Public Holidays rising to 30 days after two years service
* 7% pension contribution

## Employment Arrangements

EIYCT (the legal charity known locally as enact) collaborates in partnership with the local

Oasis expression, ‘Oasis Hub Enfield Lock’ who are governed by Oasis Community

Partnerships and Oasis UK. The partnership is managed through a Service Level Agreement whereby EIYCT Trustees govern its projects and raise grant funding and commissions Oasis to recruit and retain workers with qualification and motivation to deliver the jointly agreed projects of EIYCT and Oasis Hub.

Enact workers are therefore employed by Oasis UK and are subject to Oasis Employment conditions and Policies however they are line managed and directed by Enact Trustees.

 How to apply

If you would like to join in with the work enact is doing in Enfield we would love to hear from you. Our applications are processed by enact in line with Oasis UK policies.

If you are interested in being part of this life-changing service and would like to apply, then please send us your CV along with a cover letter to the Oasis UK Recruitment Team on recruitment@oasisuk.org. Additional forms will be required at Interview stage.

For more information about enact, find us at [www.enact.community,](http://www.enact.community/)

 Instagram- enactcommunity or Twitter @enact\_info

 Start Date

Beginning of September 2021

Thank you for your interest in our new Community Leader – Children’s Practitioner post.