



Role: General, Team Manager

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About us

My HELM CIC enables people to share their interests in particular subjects whilst forging good friendships along the way! The workshops and tutor clubs are delivered in a fun way with lots of interactive activities, where all attending can get involved at their own pace.

Prioritising child-led subjects and direction, we delve into a huge variety of content, never afraid to step off the usual paths to deliver entertaining, insightful, and enjoyable workshops.

We aim to create a fun yet relaxed environment within each club allowing our children an opportunity to ground themselves and be part of a safe space where they can be accepted and nurtured.

JOB DESCRIPTION

Role: Team Manager

Centre: King Alfred

Report to: Managing Director/ Founder

KEY ROLES

In this role, you will lead and manage the smooth running of all daily clubs, manage staff and ensure the well-being of each student by fulfilling statutory responsibilities for the identification, assessment and provision of children and young people. This will also include supporting any child with SEND and or neurodiversity needs.

You will supervise, manage develop and train team members to deliver the service efficiently and effectively. This post will manage the team and take the lead in onboarding new children and forming positive relationships with their families. This is an exciting time to join a busy, committed, and motivated team.

- Ensure the well-being and safety of all children and staff attending at all times.
- Following the Children and Families Act 2014 and the SEND Code of Practice.
- Be responsible for the overall smooth running of My HELM CIC workshops Centre.
- Work with the Managing Director to deliver good customer service and ensure the success of the My HELM CIC programmes.



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- Coordinate and manage the workshop Programme and, with the Managing Director, ensure the Workshop Activity Programmes are successfully integrated.
- Share Welfare and Child Protection duties with the Managing Director.
- Run and deliver workshops to children's group's ages between 8-11yrs and 11-16yrs.

SPECIFIC RESPONSIBILITIES

Administrative

- Ensure compliance with all of the National Youth Agency guidelines and the successful delivery of the My HELM CIC course, workshops and clubs as set out on the My HELM CIC website.
- Work with the MD to maintain the inventory of the resources and equipment and make recommendations for further purchases, within the budget, as necessary.
- Monitor the state of the premises and equipment throughout the courses and liaise with MD and report any damage or breakages.
- Maintain records of staff working hours, recording any overtime/absence, and submitting them to the MD on a weekly basis.
- Oversee the implementation and success of the Clubs, workshops and each termly portfolio of programmes and liaise with the M.D.
- Liaise with Group Leaders about any issues that may arise.
- Keep open communication with future team managers and staff of My HELM CIC daily.
- Brief all staff and ensure they are well-prepared and carry out all of their duties to a high standard.
- When suitable hold daily morning assemblies with all staff, students, and Group Leaders.
- Hold daily morning meetings with Group Leaders.
- Hold weekly Workshop Leader meetings/workshops.
- Hold end-of-course/term face-to-face appraisals for all staff members.
- Together with the Managing director, share responsibility for the My Helm CIC phone.
- Be prepared to respond to out-of-hours situations, if required.
- In an emergency, take part in an excursion.
- Deputise for the Managing Director, in his/her absence, as required.
- Assist with the organising and clearing up of workrooms, tutor rooms, staffroom, and recreational areas at the end of each day, and the final pack up and set up at the beginning and end of each term, program, and course.
- Provide a detailed report at the end of the contract with recommendations for future years.
- Participate in a post-course review meeting and set targets for the following year.
- Carry out all reasonable duties as recommended by the Managing Director



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Academic

- Deliver a minimum of one workshop and support workshops throughout the My HELM CIC term program.
- Cover any workshops and ensure backup sessions have been prepared in such a situation.
- Ensure that all workshops are delivered in accordance with pre-agreed workshop overviews and guidelines in the My HELM CIC Staff Handbook
- Ensure that all Workshop Leaders and Support Staff are familiar with and maintain delivery records.
- Ensure that there are sufficient resources available and that Workshop Leaders are familiar with their use.
- Support and advise Workshop Leaders and Support staff by providing workshops/training meetings as required.
- Train and supervise workshop delivery staff in the placement testing of new attendees, and place new attendees into workshops according to their ability.
- Works with MD to devise and coordinate day-to-day timetabling of workshops and assign Workshop Leaders to courses and workshops.
- Inform the Managing Director of any staffing issues, in advance where possible.
- Observe all Workshop Leaders during the first or second week of their contract and provide both oral and written feedback.
- Monitor and ensure that student support and learning are taking place.
- Liaise with Group Leaders about any workshop issues that may arise.

Welfare

Follow the graduated approach and implement advice and strategies to improve children's outcomes. Collaborate with other professionals, specialists and other colleagues to provide an exceptional experience that helps engage children in exciting activities and that helps promote their development and nurtures their well-being.

Assist apprentices in their learning by involving them in your work, supporting their growth, and motivating them to become excellent practitioners.

Design stimulating educational activities that cater to children's developmental needs and interests, both indoors and outdoors

- Create a positive atmosphere and motivate and support all staff.
- Implement an 'open door policy' inviting open communication, feedback, and discussion between you and all staff.
- Ensure you have read all relevant My HELM CIC handbooks, Safeguarding documents, and contracts and are aware of your duties and responsibilities on and signed required documentation.



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- Ensure you have read, understand and are compliant with all relevant My HELM CIC policies, and follow Health & Safety regulations.
- Ensure all staff and Group Leaders have read their handbooks and are aware of their duties and responsibilities and signed all required documentation.
- Ensure all staff have read, understand and are compliant with all relevant My HELM CIC, and follow Health & Safety regulations.
- Able to liaise with and report to parents maintaining confidentiality and building parent partnerships.
- Knowledgeable about SEND, understand procedures, and documentation and have experience of working with other professionals.
- Create a student handbook and ensure all students have received, read and understand the information in their handbooks.
- Organise inductions for all students and Group Leaders on their arrival at My HELM CIC.
- Ensure all staff, students and Group Leaders are aware of the fire evacuation procedures at MY HELM CIC and organise regular fire drills.
- Coordinate the 'Meet and Greet' of each group or individual on arrival, managing the implementation of all transfers and liaising with coach/taxi companies.
- Monitor students' attendance and daily sign-in.
- Check the lunch and break supervision roster created by yourself and the MD
- Confirm students' and staff dietary requirements with the Coordinator of MY HELM CIC, and with Group Leaders, and ensure all special dietary requests have been met with kitchen staff.
- Check with the MD that allocations and procedures are in place and adhered to, including room checks, student supervision ratios, fire and emergency procedures, housekeeping and maintenance and student support.
- Ensure all concerns and incidents are reported recorded and managed immediately by all staff leads and followed up within 10 days.
- Ensure all staff and student's cultural and religious needs are met and respected.
- Ensure all students are happy and adjusting to the environment and their courses and enjoying their experience.

Pre-course

- As part of the management team, when requested, take part in preparation weeks at MY HELM CIC to ensure that all systems are in place and ready for the start of the course.
- Take part in the induction at MY HELM CIC on the Friday or Saturday before the start of the course.
- Assist with the set-up before the start of the courses at MY HELM CIC.
- Successfully complete a short, **online Safeguarding** course and provide certificate.
- Successfully complete a short, **online Fire Safety** course and provide certificate.

GENERAL ACCOUNTABILITIES AND RESPONSIBILITIES



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Ensure compliance with and actively promote the Health and Safety at Work legislation and H&S policies and procedures, Equal Opportunities, Prevent and Child Protection & Safeguarding policies and ILH Code of Conduct.

Comply with the Data Protection Act 1998 (all employees of ILC and ILH will not disclose or make use of, for their private advantage, any information held on manual or computer records, which are not available to the public, however, acquired).

The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required within the level of the post and the competence of the post holder.

SALARY: £650 to £750 per week per term and

For preparation weeks, you will be paid £400.

PERSON SPECIFICATION

Essential:

- Youth work management experience
- Degree or equivalent
- Eligibility to work in the UK
- Up-to-date knowledge of **NYA**, the national body for youth work, and the Professional Statutory Regulatory Body (PSRB) for youth work in England.
- Understanding of Safeguarding and Prevent Duty
- Excellent written and oral communication skills
- Excellent organisational and leadership skills
- Good working knowledge of Microsoft and Google programmes
- Genuine interest in working with Young Learners
- Availability to work evenings and Saturdays, if required

Desirable:

- Experience of working with Young Learners
- Experience of working at a Youth Club
- Experience of materials development
- Valid, enhanced DBS certificate for the child workforce
- Basic first-aid training
- Experience of working within a SEND or SENCO role

PERSONAL QUALITIES

Essential:



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- Professional attitude and smart appropriate appearance
- Ability to motivate and develop all workshop staff
- Ability to build effective working relationships
- Ability to relate to all staff at all levels
- Ability to organise and manage own work
- Ability to remain calm under pressure
- Ability to deal with difficult situations
- Ability to make sound decisions
- Ability to accept responsibility
- Excellent problem-solving skills
- Willingness to be flexible.
- Good social and communication skills
- Good listener
- Enthusiastic and energetic
- Self-confident
- Culturally sensitive
- Team player
- Tactful and diplomatic
- Patient
- Innovative

Job Type: Temporary Contract – Fixed term

Future role: Permanent Contract

length: Rolling

Salary: £650.00 – £750.00 per week

Schedule:

- Monday to Friday
- Afterschool clubs
- Occasional weekend availability

Education:

- Ideally a degree or equivalent

Experience:

- management: 1 year (preferred)
- working with children: 1 year (required)

Work Location: In person, onsite - King Alfred Leisure Centre



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Expected start date: 2024 Flexible.