

Kidz Club Manager



Location	Unique Kidz and Co, Morecambe
Responsible To	Head of Services, Quality and Improvement Lead
Salary	£19,000-£22,000 per year based on contracted hours
Hours	24 hours per week term time 35 hours per week holidays All hours to be worked between Monday – Saturday between the hours of 8:45am-6:15pm.
Contract Type	Permanent

About Us

Unique Kidz and Co is a charity based in Morecambe that provides services for disabled young people aged 0-30. Founded in 2009 by two mums who couldn't find childcare for their own disabled children, the charity has grown to include afterschool and holiday clubs, daytime support for young adults, stay and play sessions for under 5's, a siblings group and a toy library. Following the approval of its planning permission, the charity is about to start its biggest project to date including an expansion to the current facilities and a large development on the field adjacent.

Job Summary

As Kidz Club Manager, you will lead and manage the planning, delivery and evaluation of a high-quality play and recreational activities for children and young people with disabilities. This role will involve overseeing daily operations, ensuring the safety and well-being of the young people and supporting the development of a skilled and motivated team of playworkers and volunteers.

Key Responsibilities

1. Service Planning and Delivery

- a. Lead the development and implementation of inclusive play programs and activities tailored to the diverse needs and interests of the young people
- b. Ensure that activities are engaging and meet the needs of the young people
- c. Coordinate and oversee the day-to-day operations of afterschool holiday and weekend clubs
- d. Lead the team in providing the highest quality of care to the young people including providing snacks and drinks, assisting with transport, personal care and administering medication when required

2. Team Leadership

- a. Conduct regular team meetings and debriefings to ensure effective communication and continuous improvement

- b. Lead, mentor and support a team of playworkers and volunteers ensuring they deliver high-quality care and activities

3. Child Welfare and Safety

- a. Implement and adhere to safeguarding policies and procedures ensuring the safety and well-being of all children and young people
- b. Lead the team in conducting risk assessments for activities and environments, taking necessary actions to minimise potential hazards
- c. Maintain accurate records of incidents, accidents and any other concerns reporting to Management as required
- d. To be a named Designated Lead Practitioner for safeguarding within the setting

4. Communication and Collaboration

- a. Build positive relationships with the young people, families and carers ensuring they are informed and involved with their child's play experiences
- b. Work collaboratively with external partners when required to enhance the quality and reach of services

5. Administration and Evaluation

- a. Assist in the administration and organisation of the service
- b. Evaluate the effectiveness of programs and activities, seeking feedback from participants, families and staff to inform improvements
- c. Contribute to reports, funding applications and other documentation as required
- d. To be a named person for Ofsted

Note: This job description is intended to outline the main duties and responsibilities associated with this position. It is not an exhaustive list and the role may evolve to meet the ever changing needs of the charity.

Employer Benefits Package

- **5% employer contribution to pension scheme**
- **28 days annual leave (including Bank Holidays)**
- **Additional annual leave following 3 years continuous service**
- **"Birthday Leave" – additional day of annual leave for employees birthday**
- **Access to Group Income Protection Scheme**

Requirement	Essential	Desirable	How Assessed
Qualifications	<ul style="list-style-type: none"> • Level 3 in Playwork or Childcare • Level 1 and 2 Safeguarding Children and Young People or the willingness to attend training 	<ul style="list-style-type: none"> • Training in First Aid, TOPS, Moving and Handling, Food Hygiene, Fire Safety and Administration of Medication • Full UK Driving Licence • Management qualification 	Application Form
Experience & Knowledge	<ul style="list-style-type: none"> • Significant experience of working in a playwork, or childcare setting • Strong leadership and team management skills with experience in leading teams • Comprehensive understanding of safeguarding and child protection policies and procedures • Ability to plan, deliver and evaluate inclusive play activities • Knowledge and understanding of Risk Assessments and Health and Safety 	<ul style="list-style-type: none"> • Experience working within a charity or community organisation • Knowledge of specific disabilities and additional needs • Knowledge of best practice within the charity and/or care sector • Knowledge of local community groups and organisations 	Application Form / Interview
Skills & Abilities	<ul style="list-style-type: none"> • Excellent communication interpersonal and writing skills • Organisation skills • Computer literate 	<ul style="list-style-type: none"> • Makaton • Creative skills in areas such as arts, crafts, sports or music • Specialist skills and interests that would be of benefit to 4Ever Unique 	Application Form / Interview
Personal Attributes	<ul style="list-style-type: none"> • Friendly • Creative and flexible • Team player • Positive, can-do attitude 		Interview
Other	<ul style="list-style-type: none"> • Passion for the charity 		Interview