**Refugee Action Kingston**

# **Job Description**

**Title of post:** FUEL Summer Project Leader

**Job purpose:** To have overall responsibility for the FUEL Summer Project. This project leader will effectively plan, supervise, and engage refugee children and young people aged 5-16 in a range of fun activities in line with the requirements of the FUEL programme which targets vulnerable refugee children in receipt of free school meals.

**Hours:** 6 hrs a day x 16 days + 6 hrs of meetings at £20 hour

**Responsible to**: Learning Manager

The post holder follows, at all times, the organisations policies and procedures (including Equality, Inclusion and Diversity, Child Protection, Safeguarding, Health and Safety and Confidentiality)

You will be required to undertake an Enhanced DBS check.

# **Supervision and preparation of project activities**

To be responsible for the planning and oversee the delivery of a range of stimulating activities for children and young people aged 5-16 years old.

To lead and oversee the management of the cook who is tasked with preparation of healthy food in line with the objectives of the FUEL Summer programme.

To ensure the project objectives are met in terms of embedding learning and activities for families around healthy food preparation aimed at increasing understanding of nutrition and maximising available budget.

To create a safe, welcoming environment for children and parents to feel relaxed, and comfortable in line with RAK policies and processes relating to delivering childcare.

Ensure that parents and children understand what activities and trips are taking place by putting a clear structure and timetable in place which is communicated effectively.

To be responsible for, facilitate, and oversee the safety of children at all times.

Monitor attendance through regular, accurate records, including registers and logs. Keep a daily diary of activities including photos as this will be used to report to funders.

To be responsible for Health and Safety using the risk assessment in a dynamic way, demonstrating an understanding of the risks and delegating roles and responsible to support the day-to-day implementation of the risk assessment.

To be responsible for and manage all protective measures to maintain a Covid secure environment.

# **Team management**

Manage and supervise 4 x paid team members (3 play works and a cook).

Manage and supervise a team of 10 volunteers, enabling the project to meet its objectives through good teamwork.

To report to and liaise with the Learning Manager any concerns regarding the staff and volunteer team.

# **Policies and Procedures**

To conduct daily risk assessments of all activities and produce appropriate documents and guidance for the team of staff and volunteers. Develop appropriate processes and policies and take necessary arrangements to safeguard children.

To use the RAK policies to ensure that the project meets necessary regulations in its structure and delivery.

To be informed of and implement RAK’s Child Protection and Health and Safety policy within all activities, in addition to the organisation’s policies and guidelines on working with the target group.

To ensure that Equality and Diversity is understood and implemented within all of the project’s activities.

# **Other duties and shared responsibilities.**

Attend planning meetings as appropriate.

Attend training and supervision meetings as appropriate. Including online Safeguarding training

Keep records and produce a daily diary/report or other reporting and reflections as directed by the Learning Manager.

# **Person Specification**

# **Essential**

* Primary or Secondary Teaching Qualification or Level 3 TA
* A minimum of 2 years’ classroom experience
* Experience of monitoring and evaluation of learning outcomes
* Experience of working with children and vulnerable families with English as a second language, or with refugees.
* The ability to manage activities within a timetable in order to ensure that the different activities at the Centre take place on time and in an orderly manner.
* Experience of managing a team of staff and volunteers, working within their abilities to provide quality childcare.
* Experience and achievement of putting Equality, Inclusion and Diversity into practice and promoting to children.
* Experience of managing Health and Safety by assessing risk and delivering appropriate mitigations in a childcare setting.
* Knowledge of safeguarding procedures and practices in a position of responsibility.
* A commitment to the aims and objectives of Refugee Action Kingston, and an understanding of the problems facing asylum seekers and refugee families in the UK, including the multiple barriers to accessing and engaging with education.

# **Desirable:**

1. Experience of supervising volunteers.

2. Experience of activities with children involving food and food preparation.

Refugee Action Kingston is obliged to comply with the Asylum and Immigration Act (1996) and this requires certain documents to be presented by candidates before an offer of employment can be made. If you are invited to interview, we will ask you to bring these documents with you.

For jobs which involve, for example, working with, or having access to children and/or vulnerable adults and their records, we will require an Enhanced Disclosure from the Criminal Records Bureau and need to have information from you regarding any previous, existing or pending convictions or cautions. This will form part of the recruitment process if you are successful after interview.

This post is exempted from the Rehabilitation of Offenders Act 1974 and you will need to declare any spent or unspent convictions to us. Please ask for a declaration form, if applicable.