

## Job Description: *HAF Activity Leader*

<b>Location options</b>	<p><b>West Yorkshire</b> - Bradford</p> <p><b>East Yorkshire</b> - Pocklington, Market Weighton, Bridlington, Hessle, Hutton Cranswick, Nafferton, Keyingham</p> <p><b>South Yorkshire</b> - Doncaster</p>
<b>Salary</b>	£11.44 per hour
<b>The role</b>	<p>The Activity Leader is responsible to inspire, lead and provide a safe space for our participants on the HAF (Holiday Activity and Food) programme. Ensuring full safety through-out, the Activity Leader will deliver high quality, engaging and fun sessions, ranging from multi-sports to creative arts.</p> <p>We are looking for staff who are committed to making the school holidays an enriching experience for our young people and are prepared to go the extra mile to achieve this.</p> <p>The post holder will need energy, enthusiasm, flexibility and a creative approach to be successful in this role.</p>
<b>Line management</b>	None
<b>Reporting to</b>	Deputy Operations Manager
<b>Application process</b>	<p>Applicants invited to a face to face group assessment will be required to produce the relevant identification documents necessary to conduct an enhanced DBS check, any conditional offer of employment will be subject to a satisfactory outcome. Applicants will also need to supply a minimum of two references (covering the last five years of employment) and evidence of their right to work in the UK.</p> <p>Successful applicants will be required to complete face to face training prior to starting the role on the programme.</p> <p><i>Flying Futures has a commitment to safeguarding and protecting all children and adults, see our <a href="#">Safeguarding Policy Statement</a></i></p> <p><i>All personal data related to a job applicant is processed in accordance with our <a href="#">GDPR Privacy Notice for Job Applicants</a>.</i></p>

### Core Duties

<b>Responsible for</b>	<ul style="list-style-type: none"> <li>• Delivering activities and supporting in the smooth running of a high quality programme</li> <li>• Maintaining and building on relationships and reputations with stakeholders, schools, partners and families who attend our programme.</li> <li>• Support in ensuring all grant funder requirements are met through delivery which includes reporting where necessary</li> <li>• Completing administration tasks where required</li> <li>• Support and deliver activities in a safe and proper manner.</li> <li>• To be a positive role model to young people</li> <li>• To inspire and encourage children to develop their skills and achieve objectives of the programmes</li> </ul>
<b>Liaising with</b>	Team Leader, Deputy Operations Manager, venue contacts, families, Flying Futures staffing team and any other relevant organisations.

## Personal Specification

Essential	Behaviours	Beneficial
Ability to present confidently and bring the programme to life	Uses initiative to adapt and change style quickly	First aid certificate
Assertiveness, resilience and confidence to achieve desired results	Strives for continuous improvement	Experience working with young people
Good communication and time management skills	Persistent and resilient, yet calm under pressure	Specialised knowledge or experience in a skill that can be delivered on this programme
Flexible, creative, enthusiastic, empathetic and non-judgemental with a willingness to understand others	Warm, humble and approachable personality	Full driving licence and a car/access to public transport
	A strong team ethic	