



## **Activities Assistant Holidays, Fundraising and Social Media**

This is a full-time role working flexibly over 30 hours per week

Main roles will include but not limited to:

Assist the AM with appraisals and supervisions

- Attend TAF, CAF and CIN meetings as required
- Provide support to the AM in attending home visits for new service users
- Communicate effectively with Playworkers to ensure they are up to date with planned activities and where they are needed
- Work in partnership with the young people to promote self-advocacy
- Develop innovative ways to work with parents and carers ensuring that communication is of a consistently high standard.
- Management of resources for the holiday's sessions in conjunction with your partner Activities Assistant
- Keep all Social media outlets up to date with our current message, manage updates on campaigns and publicly thank supporters in necessary
- Identify funding gaps and work together with the OM to highlight potential sources of funding. Formulate effective bids and funding applications in conjunction with the OM and update the funding bids accordingly
- Cover as a playworker and session leaders as and when required

For further information please see the Job Description

### Requirements

- Working knowledge of Microsoft Word, Excel and PowerPoint.
- Previous Administration experience is required.
- Excellent knowledge of social media outlets.
- Knowledge of the complexities of our families and the drive to support them individually and specifically to their needs.
- Understanding of safeguarding children.
- Drive and motivation to make a difference.
- To work flexibly to the Project's needs.
- Willingness to take ownership of the role and really make it their own.

## Benefits

- Competitive pay
- Flexible working hours to suit the right candidate
- Lovely rural location with free parking
- Working for a small charity that supports families and young people with additional needs and disabilities

## How to Apply

Email [sammy@letsplaybanbury.org](mailto:sammy@letsplaybanbury.org) for an application form

All applications must be received by Friday 18<sup>th</sup> January 2019

**Previous Applicants need not apply.**