



SW/JD/07/08/2

Job Title	Support Worker, Conwy
Location	Based at Home with links to the Colwyn Bay Office
Hours of Work	16 per week (normally out of school hours)
Responsible To	Team Leader through Conwy Development Officer
Salary Scale	£15,225 pro rata (£16,536 pro rata upon confirmation in post)
Main Purpose of Job Objectives	<p>To visit and support out of school clubs</p> <ol style="list-style-type: none">1. To visit Out of School Clubs on a regular basis, providing information and support and collecting information and encouraging membership of Clybiau Plant Cymru Kids' Clubs2. To develop and support systems to improve the quality of clubs3. To identify ways of supporting the sustainability of Out of School Clubs4. To liaise regularly with the Development Officer, Training Officers and Childcare Partnership where appropriate5. To assist with administration and monitoring systems for funding evaluation and monitoring6. To assist with network support meetings and training events held within the county7. To undertake training in order to carry out any of the above duties
Essential	<ul style="list-style-type: none">• Knowledge and experience of out of school activities and provision• Good communication skills and the ability to work with a range of different people ie committee members, play workers, local authority staff and Clybiau Plant Cymru Kids' Clubs staff• Willingness to undergo training to enhance the ability to carry out the role• Ability to work in partnership with other childcare organisations
Desirable	<ul style="list-style-type: none">• Ability to speak Welsh

July 2008



Job Specification - Support Worker, Conwy

Clybiau Plant Cymru Kids' Clubs wishes to appoint a **Part Time (16 hours)** Support Worker for **Conwy**. The post is not office based, but has links with the Colwyn Bay Office. The post will require a flexible approach to work.

The salary of **£15,225 pro rata** is based on a 16-hour week, payable monthly by credit transfer. The work demands flexible hours and may include evening, weekend and occasional nights away from home. There are 28 days holiday pro rata plus public holidays. The holiday year runs from 1 January to 31 December.

Clybiau Plant Cymru Kids' Clubs operates a stakeholder pension scheme in conjunction with Norwich Union. Clybiau Plant Cymru Kids' Clubs pays a 6% contribution of salary monthly into the pension scheme. Clybiau Plant Cymru Kids' Clubs also provide corporate health cover through HealthSure, whereby after a six-month probationary period, employees who are confirmed in post receive HealthSure Cover – free of charge – and the option to pay for additional cover for spouse / partner and children.

A car is essential and a mileage allowance is payable when on Clybiau Plant Cymru Kids' Clubs business. Out of pocket expenses incurred while on Clybiau Plant Cymru Kids' Clubs business are also paid for subsistence and travel, within a limit. Expenses are paid monthly in arrears.

Background

There are approximately **1800** out of school clubs across Wales, **137 of which are in Conwy**. Each group is autonomous. The clubs come together to share experiences, training opportunities and to support each other at network / support evenings which the Development Officer and Support Worker organise.

Three Regional Team Leaders line manage the Development Officers across Wales within the North, West and S E Wales Regions. In some cases Development Officers can be responsible for the development of new childcare places within 2 counties. There is a need for ongoing support, help and signposting to new and existing clubs. The Support Workers play a key role in supporting existing out of school childcare clubs within the counties.

A voluntary Board of Trustees or Directors make the policy decisions of Clybiau Plant Cymru Kids' Clubs. These people are elected annually and are drawn from Out of School Clubs across Wales.

Clybiau Plant Cymru Kids' Clubs was formed in October 2001 as an independent voluntary organisation. The work supporting the development of out of school clubs was previously hosted by Chwarae Teg and was funded by the former Training and Enterprise Councils in Wales.

The regions are North, West and South East Wales. The Director of Clybiau Plant Cymru Kids' Clubs, and a core team of staff are based in the Cardiff Office. There are regional offices in Swansea and Colwyn Bay. All Wales staff meetings are also held occasionally in Mid Wales.

The post holder will need to work in partnership with not only with the Development Officer working within a county, but also in close harmony with the Team Leader and the North Wales team and also with the local authority and will need the ability to work with different people in many different situations.

Administrative support is provided from the Regional Office. The Training Officers are also closely linked with this work.

Clybiau Plant Cymru Kids' Clubs is the only Out of School childcare organisation in Wales which promotes, develops and supports communities to provide quality, affordable, accessible out of school childcare for 3-14 year olds, If you are keen to join our team and have initiative, enthusiasm and drive and are flexible in your approach to work, we look forward to receiving your application.

All offers of employment are subject to satisfactory reference and a Standard CRB Check, and a six-month probationary period.

Continuation funding is always a complex issue within the voluntary sector. Clybiau Plant Cymru Kids' Clubs has some core funding from the Welsh Assembly Government but most of the funding for staff working within counties comes from the Local Authority who commission the services of Clybiau Plant Cymru Kids' Clubs to develop and support out of school childcare within the county.

This particular post is funded from Conwy County Council) using the Rate Support Grant (formerly Cymorth

Continuation of this post is dependent on continuation of funding which is normally decided on an annual basis.



Evaluation Criteria for Support Worker, Conwy

Objectives	Performance Criteria
1) Visit Out of School Clubs	<ul style="list-style-type: none"> a) Visit all clubs on a half termly basis and encourage membership. b) Complete club visit sheets on each visit and return to Development Officer within 2 weeks. c) Deliver information and encourage participation at forthcoming events, including training courses. d) Attend management meetings and AGMs of clubs as directed by Development Officer
2) To improve quality	<ul style="list-style-type: none"> a) Advise clubs on working to the National Minimum Care Standards for Out of School Care. b) Offer support and training to individuals and groups, which will include: Healthy Lifestyle events and training e.g. Fit 'n' Fun Workshops, Funky Food Network events and Active Club Pack training. c) Develop systems with the Development Officer to improve the quality of clubs
3) To support sustainability	<ul style="list-style-type: none"> a) Work closely with the Development Officer to identify sustainability needs of clubs. b) Support the Development Officer in the development of clubs for older children in Community Focused Schools. c) Provide clubs with information on sources of advice on employment issues such as personnel, PAYE, tax etc. d) Identify possible funders and assist in 3 applications per term with Development Officer and Funding Officer.
4) Liaise with other staff	<ul style="list-style-type: none"> a) Attend monthly meetings with Development Officers and Team Leader as appropriate. b) Liaise with partnership staff when appropriate and in order to support Clybiau Plant Cymru Kids' Clubs work in the county, as directed by Development Officers, which may include additional targets, depending on funding.
5) Administration	<ul style="list-style-type: none"> a) Follow administrative procedures as agreed by the Administration Manager. b) Be involved with monitoring and evaluating of funding in liaison with Development Officers. c) Be proactive in encouraging clubs to participate in questionnaires and requests for information. d) Produce monthly reports and expenses for Development Officer by the 3rd of the following month.
6) Support meetings and training events	<ul style="list-style-type: none"> a) Assist with the organisation of network support meetings. b) Assist with training events and their organisation and publicity in liaison with the Development Officer c) Support the Development Officer in activities to promote the use of the Welsh language in clubs
7) To undertake training	<ul style="list-style-type: none"> a) Undertake appropriate training as required