



**Boston United Football Club Community Foundation
Job Description**

Job Title	HAF (Holiday Activities and Food programme) Activities Worker	Salary	Meets NMW plus Holiday pay
Reporting to	HAF Project Coordinator / Assistant Community Manager	Contract	Zero Hours
Responsible for	N/A	Hours	Various - Activities are during the school holidays
Location	The Jakemans Community Stadium, Boston		

Job Purpose:

The HAF Activities Worker will assist the Boston United FC Community Foundation core staff team to run activities for young people aged 5 – 16 years.

Staff will follow a structured timetable of pre-planned sessions. These groups will include a mixture of young people from different backgrounds, some of whom may have disabilities or additional needs. The Activities Worker will help register and supervise the young people and ensure sessions run safely.

These activities are free for families with children in receipt of free school meals and include a hot meal for all young people.

Main Duties & Responsibilities:

1	Help register young people on arrival and sign out on departure.
2	Follow a structured activity timetable.
3	Help supervise the young people and manage behaviour during all activities.
4	Engage with young people and get them involved in all activities.
5	Help lead activities and sessions.
6	Help to provide 1:1 support to young people with additional needs.
7	Assist with the hot meal distribution and supervision of young people during the mealtime
8	Help Boston United FC Community Foundation core staff to clear away, wipe down equipment and clean areas in between sessions
9	Ensure Health and Safety and Safeguarding procedures have been followed and incidents reported.
10	To monitor young people's welfare throughout the session and to be especially aware of recorded allergies, physical/mental conditions and dietary requirements, and to follow the procedures in place.
11	To liaise and communicate effectively with the Boston United FC Community Foundation core staff
12	Report any behaviour, conversations or comments which are inappropriate within a setting for young people.
13	To be clean, well presented, wearing full uniform.
14	To attend in-house CPD or formal training when required.



Personal Specification		
	Essential	Desirable
Qualifications		
A recognised sports coaching, sports leadership, childcare, or teaching/teaching assistant qualification	✓	
Valid First Aid Certificate	✓	
Valid Safeguarding Certificate	✓	
Valid Enhanced DBS Check	✓	
Knowledge and Experience		
Experience of working with children in a school or community setting	✓	
Working with or caring for pupils of relevant age	✓	
Understanding of relevant policies/codes of practice and awareness of relevant legislation.	✓	
Commitment to and understanding of Equal Opportunities	✓	
Skills and Abilities		
Confidence in dealing with young people, maintaining discipline and motivation.	✓	
Good communications skills	✓	
Ability to self-evaluate learning needs and actively seek learning opportunities.	✓	
Hard-working and takes pride in the job	✓	
Willingness to complete any training required for the role	✓	
Ability to relate well to young people and adults.	✓	
Displays commitment to the protection and safeguarding of children and young people.	✓	
Ability to comply with policies and procedures relating to child protection, health, safety and security, confidentiality, data protection and equal opportunities	✓	
Ability to promote and maintain the integrity and reputation of Boston United Football Club, Boston United Community Foundation	✓	
Other		
Must satisfy relevant pre-employment checks including two satisfactory references and Enhanced DBS Check.	✓	
To hold a current full driving licence		✓
Must be able to recognise discrimination in its many forms and adhere to the BUFCF equality & diversity policies.	✓	



To have knowledge and understanding of health and safety issues and to follow the policies and procedures of Boston United Community Foundation in such regard.	✓	
Undertake other duties as required ensuring efficient work on behalf of the Boston United Community Foundation team	✓	

Control of Resources	
Staff	N/A
Volunteers/ Work Experience	The employee is responsible for working with the HAF Project Coordinator and to help supervise any volunteers and work experience placements and integrate them into the work programme.
Equipment	Ensure you check and look after Boston United Community Foundation's equipment, which is necessary for the effective delivery of your role.
Monitoring and Evaluation	To assist with production of attendance registers to support project monitoring and evaluation.
Financial	No budgetary controls.
Health/Safety /Welfare	The employee is responsible for the health, safety and welfare of themselves and others whilst at work in accordance with the Boston United Community Foundation Health & Safety Policy.
Equal Opportunities	The employee is responsible for their own behaviour and act in a manner that avoids and discourages any form of discrimination or harassment; to comply with Boston United Community Foundation's Equal Opportunities & Diversity Policy.
Training & Development	The employee is responsible for assisting in the identification of their own training and development requirements in conjunction with the HAF Project Coordinator

Note

This job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder.

Safeguarding Statement
Boston United Football Club Community Foundation is committed to creating an inclusive and diverse environment and is proud to be an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, ethnicity, religion or belief(s), gender, gender identity or expression, sexual orientation, marital status, disability, age or with regards to pregnancy or maternity.
Equality Statement
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