

A black and grey logo

Description automatically generated **JOB DESCRIPTION**

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| **Job Title**  Sanctus Activity Worker | | |  | | |
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| **Department**  Sanctus | **Team**  Sanctus | | | |  |
| **Reports to (Job Title)**  Sanctus Coordinator | | | | |  |
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| **Responsible for**  0 | | **Job Grade** | | | |
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| **Location**  Stoke-On-Trent | | **Contract Type**  Sessional – Thursday Morning 9am – 1pm approx.  6 month contract  £13.10 per hour  Or £14.04 | | | |
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*“YMCA is a Christian organisation, committed to Equality and Diversity in the Workplace. The Organisation is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment*.”

# **Sanctus**

Sanctus exists to welcome, support and walk alongside people who are isolated, due to leaving behind the country of their birth to seek sanctuary in the UK. Our name comes from the Latin word which means Holy. We believe that there is no action more holy than welcoming and loving people.

We know that faith is an important aspect of many peoples lives, and is often the reason why they have fled from the country of their birth. And so we aim for our welcome to reflect and acknowledge that, offering support to people of all faiths and none.

Refugees and asylum seekers in Stoke-on-Trent are invited to DROP-IN on a Thursday morning, for a listening ear, help with bureaucracy, an informal English lessons, support with accommodation and assistance with food, baby equipment, family support and assistance with accessing a legal representative.

The drop-in sessions are supported by a team of committed volunteers, Sexual Health Services, Refugee and asylum nursing team (including mental health), The Department for Work and Pensions, Staffordshire Chamber of Commerce and other organisations.

# **Job Purpose (outcome)**

We are looking for a warm, reliable, and enthusiastic individual to join our team as a Sessional Activities Worker, supporting a small group of preschool children (6 months –6 years) while their mothers take part in English language classes. The role is based in a welcoming community setting and involves planning and delivering age-appropriate play and learning activities that are fun, engaging, and safe.

This is a sessional role, working approximately 4 hours on a Thursday morning for the next 6 months.

**Key Duties and Responsibilities**

* Provide a safe, caring, and stimulating environment for preschool-aged children
* Plan and deliver a variety of play-based activities, including games, stories, arts and crafts, and free play
* Encourage social interaction and positive behaviour among the children
* Support children’s early learning and development through play
* Set up and tidy away resources and equipment as needed
* Work closely with volunteers or assistants where applicable
* Liaise with the project coordinator or lead teacher to ensure activities are aligned with the needs of the group
* Follow safeguarding procedures and maintain appropriate health and safety standards at all times.
* Report number of children at each session
* Report the activities that are completed during the session.
* Be willing to provide feedback to mums on how much the children are engaging and offer any other general observations that could help the mums support the kids with social and language development at home.
* Undertake additional responsibilities as required by management.
* Complete/ attend all necessary training, team meetings and planning discussions.
* Observe and respond to each child’s individual needs and interests
* Provide comfort and reassurance to children who may be unsettled or shy
* Encourage language development through songs, stories, and simple conversation
* Monitor children’s well-being and report any concerns to the safeguarding lead or Sanctus coordinator
* Maintain a clean, organised and child-friendly space throughout the session
* Ensure all resources and materials are safe, age-appropriate, and inclusive
* Any other duties that the Santus Coordinator feels would support the sessions.

**Person Specification**

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| Essential |
| Knowledge |
| * Safeguarding |
| Relevant Experience |
| * Working within the Community * Working with Children |
| Skills and Ability |
| * Calm, friendly and patient * Ability to engage and communicate effectively with children aged 6 months and 6 years * Reliable and punctual with good organisational skills * Reporting and time management * Children engagement |
| Other Requirements |
| * Willing to undertake any training to aid personal development. * Enhanced DBS (YMCA will obtain on recruitment) |

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| Desirable |
| Knowledge |
| * Early years knowledge / qualification |
| Relevant Experience |
| * Experience working with young children in a childcare setting |
| Skills and Ability |
| * Any other second language (such as Arabic) |
| Other Requirements |
| * Undertake any training to aid personal development. |

This appointment is subject to:

* DBS clearance
* 2 references
* The employee will be expected to undertake any appropriate training provided by the employer to assist them in carrying out their duties