



Job Description

Post Title:	Children and Young Peoples' Coordinator
Hours:	28 per week worked on a flexible basis with alternating Saturdays
Accountable to:	Registered Manager (subject to review at any time)
Accountable for:	Childrens Service Staff
Place of Work:	You will be required to work at any of our bases

Glebe House Mission

“To provide high quality, person-centred services and information for adults and children with learning disabilities and for those that support them”

Job Summary

To manage the Children's Service comprising:-

Holiday sessions & Playschemes
Saturday Club
Youth Club
Challenge
Transitions

Specific Tasks

Management

1. To lead, motivate and encourage staff.
2. To line manage and organise staff teams, ensuring their welfare and safety.
3. To be aware of any safeguarding issues and to follow safeguarding procedure at all times, and managing others to do so.
4. Confidently and competently deliver responsive and creative, flexible services which lead to positive outcomes for children and young people.

5. To manage and maintain a list of clients using the services, ensuring provision upon request can be met (monitor referrals, waiting lists etc).
6. To attend meetings as and when required.
7. Promote team working, ensuring a positive and progressive team ethos.
8. To manage positive relationships with all colleagues, to maintain a good working culture.

Staff

1. Recruit and select staff and volunteers, providing them with induction and training.
2. To implement staff supervisions and incorporate personal development reviews (minimum quarterly).
3. Identify training needs and opportunities for future training. Ensure all staff undertake essential and relevant training.
4. To ensure the development and implementation of care plans, to include person centred plans, risk assessments, activity and session plans, timetables and any other relevant plans required.
5. Set up and maintain Keyworker System for clients using the service.
6. To set up and attend meetings as required, including arranging regular staff meetings (minimum quarterly). Ensure minutes of meetings are kept and that all actions are acted upon.
7. To sign off timesheets each month for staff.
8. To be contactable via 'on call' on Saturdays.
9. Responsible for ensuring best practice, and the mentoring and development of your staff team by providing opportunities to strengthen their range of professional skills.
10. To supervise and support work experience/student placements.
11. To share responsibility for the day-to-day operation of Glebe House, working closely with other coordinators and staff.
12. To follow Glebe Houses' values, including acting with respect, dignity and kindness towards clients and staff. To have a solution focused, can do attitude to all aspects of the role.

Stakeholders

1. Liaise with professionals, other agencies, and external stakeholders.
2. Liaise with parents and carers and maintain good working relationships with them. Keep them up to date with the development of their child or young person.

3. Monitoring of IPA's – completing, accepting and declining as necessary.

Standards

1. To maintain the quality of Glebe House, ensuring all policies and procedures are followed.
2. Ensure that regular monitoring and evaluation of the service takes place, including auditing.
3. To contribute to quality inspections and to proactively develop quality measures within Glebe House
4. Ensure that evaluation is reviewed, feedback is collated and actions plans are devised, in partnership with your Line Manager
5. Ensure all record keeping and report writing is undertaken correctly.
6. Ensure that voluntary Ofsted standards are reviewed at least bi-annually and maintained.
7. To keep up to date with changes in legislation, modernisation plans and policies relevant to Children's Services.
8. To manage and update policies & procedures within the service for the organisation.
9. To oversee Glebe House venues and vehicles, ensuring all maintenance and quality standards are adhered to and recorded effectively. Any issues to be reported to your line manager.
10. To review and update the Children Service prospectus.
11. To review and update any marketing/public relations information as required, including social media.
12. To promote and contribute to the growth and development of Children Services, to include promotion and endorsement to third parties.

Other

1. To participate in professional development activities related to the development of Glebe House.
2. To have an awareness of childrens safeguarding competencies and how we can evidence this.
3. To drive Glebe House vehicles.
4. To undertake any other reasonable task that will help support Glebe House clients.

5. To undertake any other reasonable task that will help support the development of Glebe House, and its values and standards.
6. To understand the financial contribution of the service and manage individual service budgets.
7. To contribute to funding applications.
8. To support the senior management team to develop new business and services.
9. To deliver training to the staff team.

Policies and Procedures

To read and follow the Policies and Procedures of Glebe House.

Learning and Development

All staff at Glebe House are expected to take personal responsibility to keep up to date with learning and development requirements in line with the position.

Associated Meetings

To participate in meetings as and when required. There is an expectation to attend numerous meetings per year, and some of these may be outside of your working hours so flexibility is required.

Supervision and Personal Development Review

To attend supervision as and when required by your Line Manager (minimum quarterly). The Personal Development Review will be incorporated with the supervision.

Terms and Conditions of Service:

The terms and conditions will be listed in the contract supplied upon appointment.

The main duties of the post are as outlined above but these will be subject to review and may be amended according to the needs and development of the service.

March 2011 Reviewed and updated May 2012 / February 2014

Reviewed and updated January 2019

Reviewed and updated November 2025 AP

I have read, understood and agree my job description

Signed.....

Dated.....

