

TRAINING PROFILE



Training area	Volunteer Team Member
Placement location	Kidz Klub Leeds
Responsible to	Placement Supervisor/ Path Employment Trainers
Length of training	Up to 6 Months
Special requirement	CRB check will be required.

ABOUT KIDZ KLUB LEEDS

Kidz Klub Leeds exists to promote the welfare of children in the inner city areas of Leeds. Kidz Klub was launched over 11 years ago and provides dynamic, creative and faith based children's work reaching over 2,000 children a week across inner city Leeds. This is done through Community Work, Schools Work, Home Visits and Kidz Klub Sessions. Kidz Klub Leeds is an ecumenical faith-based charity supported by local churches and Christian communities in Leeds and elsewhere. We are privileged to work long term with children and families living in areas of high deprivation and to be a part of the change in their lives.

HOURS OF WORK:

- **Kidz Klub Team members:** multiple positions available for 7 hours a week, based at different venues across Leeds.
- **Kidz Klub Office volunteer:** one position available for 25 hours a week, based in the Kidz Klub city centre office.

HOLIDAY:

- The positions are only for school term time and will not run during school holidays.

WHAT TRAINING IS AVAILABLE?

KEY WORKING RELATIONSHIPS:

- Volunteers are part of a team and will work alongside many other volunteers and staff members.
- With regards to Kidz Klub Sessions volunteers are responsible to a Session Leader
- With regards to Home Visiting volunteers are responsible to the General Worker
- Ultimately all volunteers are responsible to the Kidz Klub Leadership Team

KEY ACTIVITIES YOU WILL BE INVOLVED IN:

Kidz Klub Sessions:

- Kidz Klub Sessions have been described as a cross between Saturday morning children's TV and Sunday school. They are at times fast-paced, creative, noisy and fun, giving space for children to be children and enjoy themselves. Children are also expected at times to be quiet and listen to Bible lessons, object lessons, dramas and skits.
- Kidz Klub Sessions happen on a Tuesday evening in Beeston, on a Thursday evening in Middleton and on a Saturday morning in the city centre.

Home Visiting Programme

- All children who attend Kidz Klub Sessions are visited at home every week during term time.
- Visiting rounds are done in pairs or teams.
- Visiting rounds happen in all weather and must be completed each week.
- Each home visit can vary depending on the week or child and family involved, but is always done to the very best of our ability.

Kidz Klub's Schools Work includes assemblies and lunchtime programmes. Kidz Klub Community Work is varied and includes trips, residential breaks for children, creative arts workshops and more.

DUTIES OF POST:

Further details of the various Kidz Klub activities and what they involve will be given at interview.

Kidz Klub Team Members:

- Attend, and be prompt at, all Kidz Klub Sessions assigned to you, completing all the roles and tasks delegated to you by the Session Leader.
- Attend and complete your visiting round each week during term time.

Kidz Klub Office Volunteer:

- As above
- If appropriate and as delegated part of the Kidz Klub Schools Work Team
- If appropriate and as delegated part of the Kidz Klub Community Work Team
- Assisting Session Leaders and other staff preparing props, games and materials for activities
- General office tasks assisting administrators in admin tasks

OUR COMMITMENT TO YOU:

- We are here to support you and a listening ear is available when you need it
- We will provide regular training sessions for you and the team. Ongoing training and support will also be provided by your Session Leader
- We will provide prayer times (and support through those who pray for Kidz Klub each term)
- We also organise the odd social event for the team to get some quality time together

PERSONAL DEVELOPMENT TRAINING:

- **Further training** and experiences may be gained as appropriate, e.g. attending a college course, conferences or in-house training.
- Obtain **Job Search** skills and Employability skills: training will be made available and trainees are expected to attend.

PERSON SPECIFICATION

What do I need to display on the application form

CORE SKILLS	Essential	Desirable	M o A
To be able to work with children,.	✓		I
To have a caring, sympathetic nature, yet be firm when necessary.	✓		A&I
To be able to communicate well with children, their parent and other professionals.	✓		A&I
Commitment to and understanding the vision of Kidz Klub Leeds		✓	A
TRANSFERABLE SKILLS	Essential	Desirable	M o A
Ability to work with other support staff.	✓		A&I
To attend all activities you are assigned except in exceptional circumstances	✓		A&I
A committed Christian with support and accountability in place from a wider church family	✓		A&I
Committed to value and support other team members.	✓		A&I
KNOWLEDGE & EXPERIENCES	Essential	Desirable	M o A
Some Previous experience of working with children	✓		A&I
Experience of working as part of a team.	✓		A&I
Ability to pre-empt situations and be pro active rather than reactive to difficult situations.	✓		A&I
working with small groups of children to develop and identify areas of weakness.	✓		A&I
ATTITUDE	Essential	Desirable	M o A
Demonstrate patience, flexibility and understanding.	✓		A&I
A willingness to co-operate with a team, and to attend training sessions	✓		A&I
Positive attitude to work.	✓		A&I
Demonstrate an understanding of the Equal Opportunities.	✓		A&I
An appreciation of the need for confidentiality.	✓		A&I
To have an awareness and commitment to working with people from different cultures and backgrounds.	✓		A&I

METHOD OF ASSESSMENT (M o A)

A: Application Form

I: Interview

C: certificate

T: test

RISK ASSESSMENT OF THE TRAINING POSITION

A. CLIENT GROUPS, the employee will work with *

General Public

Housing Tenants

Other Agencies

Children

People with learning difficulties

Clients in their own home resident or hostel

B. PHYSICAL CONDITIONS:

1. Work is conducted in the main *

Indoors

Outdoors

Sitting

Standing

Walking

Office Accommodation

2. The training will involve *

Lone Working

Working out on the Estate

Working underground

Climbing

Working on the Counter

Working in Void Properties

Bending

Manual Handling tasks

Working in confined spaces

Stretching

Working at Heights

Contact with discarded needles

Driving

Potentially working in a smoking environment

Cash Handling

Use of Display Screen Equipment

C. CONTROLS TO MINIMISE HAZARDS

The following specialist equipment will be provided for the job.

Personal Protective Equipment *	N/A
Protective Clothing *	N/A
Type of Vehicle (other than car) *	N/A
Other equipment used	N/A

To control the hazards identified by this assessment, we are committed to providing Induction Health & Safety training plus further detailed training as appropriate to the post.

We want all our trainees to work in safe and healthy conditions. In accordance with health and safety legislation – all trainees have a duty to act responsibly and to do everything they can to prevent injury and ill health to themselves, fellow employees and others.

* Tick where appropriate to indicate what aspects the job will involve.