



Life is precious

Supporting babies, children and young people with complex disabilities and life-limiting conditions  
in the North-east of Scotland

## Application Pack

### Activities Coordinator



A Charity Registered in Scotland SC042643

A Charitable Company Limited by Guarantee Registered in Scotland SC465466

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38 Albyn Place, Aberdeen, AB10 1YN

www.charliehouse.org.uk  
info@charliehouse.org.uk  
Facebook.com/CharlieHouseHQ  
Twitter.com/@CharlieHouseHQ



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October 2018

Dear Applicant,

**Activities Coordinator**

Thank you for your interest in the above role.

Charlie House is a locally based children's charity which engages in activities and projects to support children with complex disabilities and life limiting conditions and their families in North-east Scotland. The charity currently provides a regular Activity Club, activities for siblings and parent carer groups. Since 2014, we have also provided an annual Activity Short Break for families. We also fund a Community Nurse and we are very excited to develop the Community Support Team going forward.

*Recent research has shown that the number of children and young people with a life-limiting condition in Scotland has increased by 50% over the last 10 years. There are at least 1500 children and young people in the North-east with a life limiting condition and we want to be there for every one of them.*

Our existing Activities Club, Siblings Club, Parent/Carer Club and annual trip for families to Kielder are already very well attended but our aim is to have more opportunities, emotional support and choices for our families.

This post is a key role in supporting the ongoing development of our very special charity, enabling the children and their families to enjoy a variety of experiences and activities. This post will enable us to support the expansion and enhancement of our existing services in order to achieve our charitable goals and also support our long term goal of providing a specialist care and support centre in Aberdeen.

We are looking for someone who is as passionate and enthusiastic as we are about helping these very special children live life to the full. If you feel that you can help us to deliver our goals, we look forward to receiving your application.

Kindest Regards,

Leigh

Leigh Ryrie

Children & Families Support Manager

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A Charity Registered in Scotland Number SC042643  
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Registered Office: Johnstone House, 52-54 Rose Street, Aberdeen, AB10 1HA



## About Charlie House

Grampian Children's Respite Care was established in late 2010 to address the identified difficulties in accessing appropriate care and support for children and young people with complex needs, and their families, in the North-east of Scotland. The charity was launched officially in January 2013 after securing charity registration and the support of NHS Grampian and Social Care professionals in the area for our proposed projects.

In the very early days we commissioned research into caring for a child with a disability. The Carers Report highlighted the difficulties of caring for a child with a disability and the impact on finance, relationships, health and well-being of the whole family. This report echoed many other studies conducted both in Scotland and across the UK by charities such as Carers UK and Shared Care Scotland. It is widely accepted that supporting carers with their caring role means that they can care better for longer and improve the well-being of the whole family.

Children with complex disabilities, and/or life-limiting conditions, more often than not, experience a degree of social exclusion as they are not able to take part in everyday activities that others their age can. They have limited opportunities for making friends, enjoying activities and having fun. The whole family becomes more socially isolated than most and are often dealing with stressful caring situations without access to appropriate support.

## Our Purpose and Vision

The charity is known publicly as Charlie House; its purpose is to engage in activities and projects to support children with complex disabilities and life limiting conditions and their families in North-east Scotland.

Our vision is that all children with life limiting conditions in the North-East receive the necessary support they require from the very start of their life journey, including a smooth transition from hospital to home, receiving practical and emotional support for the whole family, enjoying activities, making memories and living life to the full.

Our mission is to improve life quality for children with life limiting conditions and their families in North-East Scotland.

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## Future Plans

In the short term, our plans are to expand the Activities Club, establish sibling and parent carer support groups and expand our community team. In the long term, we will be progressing our plans for a Specialist Care Centre in Aberdeen.

For more information on Charlie House visit our website [www.charliehouse.org.uk](http://www.charliehouse.org.uk), check out our Facebook page or follow us on Twitter @CharlieHouseHQ or Instagram

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## Role Profile

Position	Activities Coordinator
Type	Permanent
Hours	Full-time, 37.5 hours per week will include some weekend or antisocial hours
Location	Office based and in community
Reports to	Children and Family Support Manager
Responsible for	Service users
Salary	From £20,911 dependant on experience
Role purpose	<p>To plan, co-ordinate and deliver activities suitable for babies, children and young people with life-limiting conditions and multiple complex needs.</p> <p>You will be responsible for identifying and engaging with various service providers in Aberdeen City and Aberdeenshire to ensure a varied activity programme.</p> <p>You will be responsible for organising and co-ordinating the Activity Short Break, contacting families, processing applications, booking in and reviewing feedback.</p> <p>You will be responsible for developing additional activities for specific groups for example siblings, teenagers and developing a programme for under 5's with multiple needs.</p> <p>You will be responsible for the planning, coordination and delivery of regular weekend activities, regular activities during the school holidays, coffee mornings and activities during the week for parents/carers and under 5s.</p> <p>To communicate with families via email or on the Private Family Community Facebook page, update information &amp; events, moderate and monitor posts.</p>
Responsibilities	<ul style="list-style-type: none"> <li>• To deliver appropriate inclusive activities.</li> <li>• To engage with local service suppliers to evaluate potential activities and venues.</li> <li>• To communicate with the Charlie House Nurse to identify qualifying children and families to attend the Activity Break and other Clubs.</li> <li>• To work alongside the Volunteer and Information Coordinator regarding incorporating volunteers to assist with activities and short breaks.</li> </ul>

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	<ul style="list-style-type: none"> <li>To maintain accurate attendance records, manage spending, produce case studies and relevant statistics.</li> <li>Monitoring, measuring and evaluation of projects, as required.</li> </ul>
Key external contacts	<p>You will develop strong links with:</p> <ul style="list-style-type: none"> <li>The charity's beneficiaries</li> <li>Local and other activity service providers</li> </ul>
Key internal contacts	<p>You will work closely with the Children and Family Support Manager, Volunteer and Information Coordinator, Fundraising Team and Community Team to deliver targets developed in line with the Strategic Plan.</p>
Financial dimensions	<p>You will be responsible for delivering activities within a budget as set out in the Annual Budget.</p> <p>Produce accurate and timely reports for the Board of Trustees.</p> <p>Produce accurate and timely reports for monthly team meetings.</p> <p>Ensure the accurate keeping of financial records.</p>
Other considerations	<p>Ensure regulatory compliance – with internal policy and procedure alongside external requirements e.g. health and safety, practices and policies.</p> <p>Ensure that we are compliant with regards to GDPR Data Protection.</p> <p>You may be required to travel throughout the North-east although expenses are covered and time off in lieu is given where possible and/or appropriate.</p> <p>Some out of hours work, evening work.</p> <p>Regular weekend work. Time off in lieu will be given</p>
Holiday entitlement	<p>28 days annually plus set public holidays pro rata</p>

## Supporting babies, children and young people with complex disabilities and life-limiting conditions in the North-east of Scotland



## Person Specification

Essential experience	<ul style="list-style-type: none"> <li>• At least two years' experience in a similar role.</li> <li>• Experience of working with children and young people with complex and multiple needs.</li> <li>• Experience of developing, coordinating and delivering activities.</li> <li>• Experience of monitoring, reporting against plans and budgets.</li> <li>• Up to date with Child protection training</li> <li>• GIRFEC training</li> </ul>
Desirable skills & abilities	<ul style="list-style-type: none"> <li>• Excellent verbal and written communication skills</li> <li>• Excellent collaborative and team skills</li> <li>• Able to work independently and to deliver on targets</li> <li>• Good computer skills knowledge</li> </ul>
Qualifications	<ul style="list-style-type: none"> <li>• Full UK driving licence and access to a vehicle.</li> <li>• To have qualifications in Child Care, Youth work or similar.</li> </ul>

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## Application Procedure

### How to apply

To apply for this post, please read the attached information, role and person specifications carefully. If you feel that your skills are suited to the needs of the role please send or email your CV, with two references, and a covering letter to include a statement identifying any relevant skills, experience and abilities that match the specifications required to:

[leigh@charliehouse.org.uk](mailto:leigh@charliehouse.org.uk)

or to:

Leigh Ryrie  
Children and Families Service Manager  
Charlie House  
38 Albyn Place  
Aberdeen  
AB10 1YN

The closing date for applications is **5pm** on Thursday 15<sup>th</sup> November **2018**.

### Interviews

Interview dates have not yet been set, but are expected to be around **28<sup>th</sup> and 29<sup>th</sup> November** and will take place in Aberdeen. Please indicate in your covering letter any dates that are unsuitable, we will try to accommodate these if your application to interview is successful. Candidates selected for the interview process must deliver a presentation of up to 10 minutes on their vision of the role as Activities Coordinator within Charlie House.

### References

Please give the names and addresses of two people who can provide an assessment of your suitability for this post. **One should be your current or most recent employer**. References will not be taken up until the position is offered and accepted.

### Work Permit

If you require a work permit to work in the UK please inform us in your covering letter.

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### **Data Protection**

All information provided will be kept in accordance with General Data Protection Regulations.

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