

Job Description



Holiday Leader

Responsible to: Holidays Coordinator

Description of Role

As a Holiday Leader, you will take the lead on planning and delivering at least one of our unique group holidays. You will have overall responsibility for the holiday group's wellbeing and for maximising the holiday experience for all its participants. With full support from the Sense Holidays Team, this will involve preparation and planning before the holiday, including liaison with families, carers and holiday volunteers; the day-to-day management of the holiday; and participation in reviewing and evaluating the holiday after it has finished.

Where applicable, a Holiday Leader may also work together with a co-leader to deliver the Holiday.

For further information about the holidays, please see our [website](#).

Specific Responsibilities

Before the Holiday:

In consultation with the co-leader (if there is one):

1. Take an active part in discussions with the Holidays Team reviewing the groups of holidaymakers and volunteers allocated to your holiday.
2. Contact the parents/carers of all holidaymakers in your group to build relationships with parents/carers and seek further detailed information to assist with the planning of the holiday.



3. Where appropriate, and with support of the Holidays Team, this may also involve communication with other professionals involved in the holidaymaker's care or could include a visit to the holidaymaker and their family. The responsibility for maintaining contact with and providing information to parents/carers is shared with the Holidays Team.
4. Contact volunteers allocated to your group, introduce yourself, answer initial questions and maintain regular contact until the start of the holiday.
5. Plan a balanced and needs-led information session for your volunteers with emphasis on team building, volunteer expectations and information about the holiday group and plans to date. This session will most likely be delivered online depending on the situation at the current time.
6. The responsibility for maintaining contact with and providing information to volunteers is shared with the Holidays Team.
7. Plan how your team of volunteers will support holidaymakers, including making appropriate one to one links for holidaymakers and volunteers for the week.
8. Research information about the holiday venue and local area; plan how to maximise the opportunities on site and activities nearby, the space available for the group, and allocate rooms and beds appropriately.
9. Plan a balanced programme of activities, led by the interests of the holidaymakers. Include flexibility for plans to change and the group to make choices about activities as the week progresses.
10. For self-catering holidays, plan a balanced menu, investigate shopping facilities near the venue and arrange for shopping and cooking during the week. This may include supporting individualised diets.
11. Update support plans for your holidaymakers' needs, planned activities, and the venue.
12. Plan an expenditure budget in conjunction with the Holidays Coordinator.



Training before the holiday:

1. Complete Sense Induction training online
2. Attend Leader Weekend and any additional training as agreed.
3. Read and accept the principles and policies set out in the leader manual.

During the holiday:

In consultation with the co-leader (if there is one):

1. Arrange to meet your volunteers prior to the arrival of the first holidaymakers for final team building, familiarisation and briefing.
2. Take the lead on welcoming families and holidaymakers, be available to answer questions and reassure holidaymakers/carers as they arrive, and ensure the whole team is fully engaged in welcoming and settling holidaymakers to the holiday.
3. Establish frequency of contact required with families and maintain contact throughout the week.
4. Monitor holidaymaker/volunteer pairings and ensure they are working well; provide further support or modelling of good practice as necessary.
5. Ensure that holidaymakers are receiving a high standard of care and support, with dignity and respect.
6. Ensure the delivery of a balanced programme of activities, appropriate to the holidaymakers' preferences and abilities, and amend as necessary throughout the week.
7. Offer guidance, support and motivation to volunteers.
8. Manage medication and health needs, including making appropriate arrangements for the administration of medication. Maintain a record of drug management, in accordance with the leader manual.
9. Manage the holiday budget, keeping clear records of expenditure throughout the week.
10. Ensure safety checks are carried out during the holiday including fire safety and evacuation, and minibus checks.



11. Maintain a COVID safe environment, in line with Governmental guidance and Sense's policy at the time of the holiday.
12. Ensure that the appropriate records are kept of injuries, accidents, and incidents.
13. Oversee all general day-to-day holiday activities, including rotas, arrangements for driving, cooking, household tasks, creating diaries, and sending postcards.
14. Be prepared to lead on responding to challenges and issues throughout the holiday and to call for support from the Holidays Team wherever necessary.
15. Handle any queries from the public that may arise during the week.
16. If selected to be inspected by Ofsted, liaise with Holidays Team, Registered Manager and Ofsted inspector to ensure a smooth inspection period.

After the holiday:

1. Submit completed expenditure records and return any cash, bankcard, equipment and resources to the Holidays Team.
2. Give constructive written feedback about the holiday and leading experience to the Holidays Team through the written completion of feedback forms and by completing a one-to-one evaluation meeting (in person or by phone) with a member of the team.

Other:

1. A commitment to regular contact and communication with the Holidays Team.
2. Comply with Sense policies and procedures, actively promoting the principles of equal opportunities and working in a manner that maintains a safe, healthy and supportive environment for everyone involved in the holiday.
3. Be prepared to undertake any necessary training to support the needs of the Holidaymaker and, or Volunteers.



Person Specification

Holiday Leader

The essential criteria are those things which you must have in order to do the job. Desirable criteria are those qualities that would be either useful, or an advantage to have and/or are things that you could be trained to do.

Essential Criteria	Desirable Criteria
<p>Experience of working with people who are deafblind, have a multi-sensory impairment, complex communication needs or other complex and multiple needs. This may include supporting with</p> <ul style="list-style-type: none">• Eating and drinking• Gastrostomy feeding• Personal care• Moving and handling• Guiding	<p>Current adult first aid certificate or willingness to complete a first aid course prior to the holiday and to act as a first aider during the holiday</p>
<p>A commitment to putting the interests, needs and wishes of holidaymakers and their families at the heart of both planning for and delivering the holiday experience.</p>	<p>Experience of working with people with autism and/or who display behaviour which can challenge</p>
<p>Excellent interpersonal and communication skills.</p>	<p>A BSL level 2 qualification or above.</p>
<p>Experience of supervising, guiding or coaching others.</p>	<p>Driving licence (full and clean) and willingness to drive a minibus during the holiday.</p>



Experience of using own initiative and able to ask for and accept help when needed.	
Experience of liaising with and reassuring carers.	
An understanding of good practice in handling petty cash and effective financial record keeping.	
Experience of administration of medication and of the processes that need to be in place in order to support medical and health needs effectively in a residential setting.	Willingness to undertake appropriate training

You must also be meet the time requirements of the role:

- Sense staff online training (equivalent of up to 1 day depending on needs of holiday group)
- Leader Training Weekend (27th - 28th March)
- Volunteer Preparation Day (date TBC)
- At least one full residential holiday lasting between 5 and 7 days between July and October 2020.
- Additional preparation time prior to your holiday