

Coordinator for Hampshire Scouts in Hospitals Caterpillar (Naomi House and Jacks Place) Team

Outline: To organise and manage activity sessions for patients in Naomi House and Jacks Place as part of the offering of the active support group - Hampshire Scouts in Hospitals and the rules and policies of the Scout Association.

Responsible to: Head of Hampshire Scouts in Hospitals (HSIH)

Main Contacts: Members of HSIH, HSIH Active Support Manager, representatives of organisations where activities will take place, representatives of hospitals and other medical organisations within Hampshire.

Appointment Requirements: Experience of organising activities for young people with a range of ages and abilities.

Main Tasks:

- Organise quarterly afternoon activity sessions for patients in Naomi House and Jacks Place including adult attendance, materials, health and safety, risk assessments.
- Provide support to leaders attending the activities
- Liaise with medical staff to ensure activities are provided to patients in an appropriate manner, and obtain regular feedback from the head of the Youth and play team/matron
- Ensure that activities follow, as closely as possible, the scouting curriculum and offer and exciting challenge to young people
- Liaise with the HSIH manager and coordinators of other groups within HSIH in planning the activities and obtaining materials
- Work with the HSIH manager to expand the activities as funds and facilities allow
- Assist the HSIH manager in raising funds to fund the activities

	Essential/desirable
Knowledge and Experience	
Ability to manage adults effectively	Essential
Understanding of the challenges of working in the vountary sector	Desirable
Experience of working with young people and/or community work with adult groups	Desirable
Experience of working in the Scout or Guide movement as an adult	Essential
Skills	
Excellent written and oral communication skills	Essential
Effective in providing advice and guidance to others	Essential
Ability to build, maintain and facilitate effective working relationships with a wide range of people	Essential
Ability to enable others to identify issues, clarify objectives, develop attainable objectives and gain the necessary skills and confidence to work together as a team	Essential
Ability to negotiate compromises	Essential
Ability to plan, manage and monitor own tasks and time	Essential
Use of basic computer software	Essential
Personal Qualities	
An understanding of the needs of adult volunteers	Essential
Flexible approach	Essential
Self motivated	Essential
Able to work as part of a team and promote good teamwork	Essential
Resourceful energetic and enthusiastic about the job	Essential
Acceptance of the fundamentals of the Scout Movement	Essential