

WORK IN WRAP AROUND CARE FOR UNIQUE VOICE

UNIQUE
VOICE



We **EXPLORE** challenging issues which affect the children and young people.



We **EDUCATE** children using creative programmes designed to find practical and inspiring solutions.



We **EMPOWER** them, allowing the new generation to flourish with confidence and resilience.

ABOUT US

Unique Voice is a CIC led by three directors and a core team of dedicated managers, creatives and administrators. We are Bristol based, working with and for communities across our city and beyond, delivering trauma informed arts programmes for children and young people. Our programmes are designed to enable participants to learn and grow in a wide variety of social and emotional education topics, whether that is through creative, classroom-based learning or wider community arts projects.

At the heart of everything we do is the mission to enable children and young people from all walks of life to thrive; we use creativity and the arts to do this, harnessing practices such as drama, storytelling, poetry, music, art and digital media to;



**HELP DEVELOP TOOLS
TO NAVIGATE ADVERSE
EXPERIENCES**



**PROVIDE SAFE SPACES
TO PLAY AND EXPRESS
EMOTION**



**ENCOURAGE PROBLEM-
SOLVING AND CRITICAL
THINKING**



**PROVIDE SPACE TO
EXPLORE AND DISCUSS
CHALLENGING ISSUES**

The arts enable us to talk about and explore challenging issues children and their families might be experiencing and give us the tools to guide participants in discovering solutions and developing the long-term ability to make positive choices.

A TASTE OF WHAT WE DO

Unique Voice is a nationally accredited social enterprise working frontline in schools and communities across the South West. We deliver creative programmes using the arts as a medium to make a positive and long-lasting social impact.

CREATIVE, EDUCATIONAL & ASPIRATIONAL PROGRAMMES

We create and deliver programmes designed to enable children and young people to learn and grow in all aspects of their social emotional development. We provide topical and engaging programmes on subjects such as mental health, achievement and belonging, crime prevention, anti-bullying and more... Our work aligns with safeguarding and early intervention based services through performance, film and workshops.

TARGETED HOLIDAY PROGRAMMES

We deliver creative and stimulating targeted holiday programmes across Bristol and South Gloucestershire. Working with a trauma-informed approach we provide a safe space for children to participate in performing arts, games, craft and creative activities to support healthy holidays, providing locally made nutritious lunches each day.

Our work has a strong reputation for unlocking young people's potential, ideas and aspirations. It is never afraid in its approach to embrace new ideas and empower systematic and social change in our communities.



WRAP AROUND CARE BREAKFAST AND AFTER SCHOOL CLUBS AT SUMMERHILL INFANT SCHOOL LAUNCHING 2025

BE PART OF A PASSIONATE TEAM TO CREATE AND FOSTER A NURTURING AND CREATIVE ENVIRONMENT FOR YOUNG PEOPLE TO THRIVE.

We are looking for creative, enthusiastic, and professional individuals to work in our new wrap around care programmes, in the form of breakfast and after school clubs. Whilst creativity, fun and imagination are all key elements of the roles, it is essential that you have experience of working with children and have the ability to build an authentic rapport with young people from all backgrounds and life experiences.

We are very excited to be offering wrap around care for students at Summerhill Infant School, commencing from February 2025. The sessions, running 5 days per week, from 7.45-9am and 3-6pm, allow parents and carers some breathing room, able to confidently leave their children in a safe, calm and creative space.

Our sessions will differ each day and focus on wellbeing, offering creative, engaging activities, outdoor play, mindful moments and healthy snacks. We are passionate about helping the children in our care to learn, grow and thrive and are seeking experienced and animated facilitators to help us make this happen.



CLUB MANAGER

HOURS & DAYS: 35 hours per week / 5 days per week Monday - Friday, to manage and deliver all breakfast club and after school sessions during term time.

Breakfast Club Delivery: 7.30am-9.15am
After School Club Delivery: 2.30pm-6.15pm
(additional contracted hours are flexible)

PAY: £30,160 - £33,280 pro rata, dependant on experience. (£22,488 - £24,814)

JOB TYPE: Permanent, Term-Time Only
(Additional two weeks out of term required for administration duties, spread across year). Excludes weekends and bank holidays.

JOB DESCRIPTION

We are looking for candidates who are passionate about having a positive impact on KS1 children through the medium of arts, play and well-begin activities. Allowing young people to start and end their day, feeling calm and regulated ahead of school or home time. Alongside this, have the ability to foster and maintain a strong and efficient team, who's work and actions align to the core values of Unique Voice.

Our Manager will passionately lead their team to provide a safe, stimulating, comfortable and friendly environment. They will compliment school policies and fulfil statutory childcare provision requirements with thorough knowledge of Unique Voice policies and procedures.

The successful candidates will need to be organised, supportive, enthusiastic and kind with the ability to communicate and interact with both children, parents and school staff in an approachable and professional manner.

They must be able to demonstrate they are a nurturing individual, hardworking and has a good understanding of working with children ages 4 - 7 years.

ROLES AND RESPONSIBILITIES

- Be responsible for the daily management of Breakfast and After School Club, including site resources, requirements and premises health and safety.
- Team management, to include staff scheduling, recruitment and training.
- Be the main point of contact for parents and manage setting booking system and registers.
- Ensuring a safe, fun, and stimulating environment for children.
- Leading and coordinating various activities, tailored to different age groups.
- Maintaining professionalism in interactions with children, parents, colleagues, and schools.
- Safeguarding the well-being of all children attending our clubs.
- Ensuring you and your team maintain and follow our core values.

PERSON SPECIFICATION

CHARACTERISTICS

We welcome applications from candidates who have:

- Experience of working with children and young people from a variety of backgrounds.
- Ability to build an authentic rapport with children and young people.
- Ability to empathise with the different needs and concerns of children and young people.
- Are engaging, fun and imaginative.
- Are reliable, punctual and organised with the ability to effectively manage the daily operations and running of the setting.
- A great team manager, who can support and inspire those around you.
- A great communicator who can interact with both children, parents and school staff in an approachable and professional manner.
- Have an Enhanced DBS certificate registered on the Update Service or willing to undertake a new Enhanced DBS Check and register with the Update Service.
- Willingness to carry out company policies, in particular with regard to safeguarding and child protection.

QUALIFICATIONS AND EXPERIENCE

Essential:

- Minimum two year's experience managing a child care setting of a similar nature.
- Awareness of Safeguarding. (Further training will be provided)
- Proven ability to manage a team, including recruitment, training and scheduling of staff.
- Experience of working creatively with children and young people.
- Full driving licence and access to vehicle.

Desirable:

- Level 3 Qualification in Childcare / Early Years Care.
- Experience working with young people and their families, with an awareness of additional support needs.
- Paediatric First Aid. (Training can be provided)
- Experience using childcare booking software, register management.

SAFER RECRUITMENT AND ONBOARDING

SAFEGUARDING

Due to our position of trust in our sector and the nature of our work with children and young people, all employees employed directly with the Company will be required to complete the Company Application Form to a required standard, provide suitable references and will be required to undergo enhanced DBS checking; as required by Keeping Children Safe In Education (KCSIE) protocol. Part of your role will be processing the safer recruitment of staff and as such this role is subject to a satisfactory Enhanced DBS check.

In the process of collecting references, we will request information regarding whether or not you are considered suitable to work with children and young people.

You will be required to bring identification and processing documents with you to interview; a list of suitable documents will be provided once you have been shortlisted.

EQUALITY, DIVERSITY & INCLUSION:

Unique Voice CIC is committed to actively encouraging equality, diversity and inclusion among our workforce and throughout the services we deliver. Our aim is to eliminate unlawful discrimination of all kinds and provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time.

APPLICATION DETAILS

Please apply using the following link:

[Application Form](#)

All areas of the form should be completed in full in order to comply with our safer recruitment policy.

CLOSING DATE: Friday 3rd January 2025.

INTERVIEW DATES:

First Stage: Online w/c 6th January 2025.

Second Stage: In person at our Head Office w/c 13th January 2025.

START DATE: Monday 3rd February. Team training w/c 17th February.

If you wish to receive this information in an alternative format, or you wish to discuss the vacancy, application or interview process more fully, including adjustments which can be made to remove any barriers to your application, please contact a member of the recruitment team through any of the following methods:

EMAIL: meg@uniquevoice.org

PHONE: 0117 428 6240

OUR SERVICES

Our work lives in three main categories:



COMMUNITY

With the support of the DfE, local businesses and our Help100 Club, we provide free holiday provision and activity packs for hundreds of disadvantaged children and young people each year. We've provided over 16,700 activity packs to date and over 650 spaces for disadvantaged young people during 2023 alone. Please follow this link to read our [Community Impact Report 2022](#).



EDUCATION

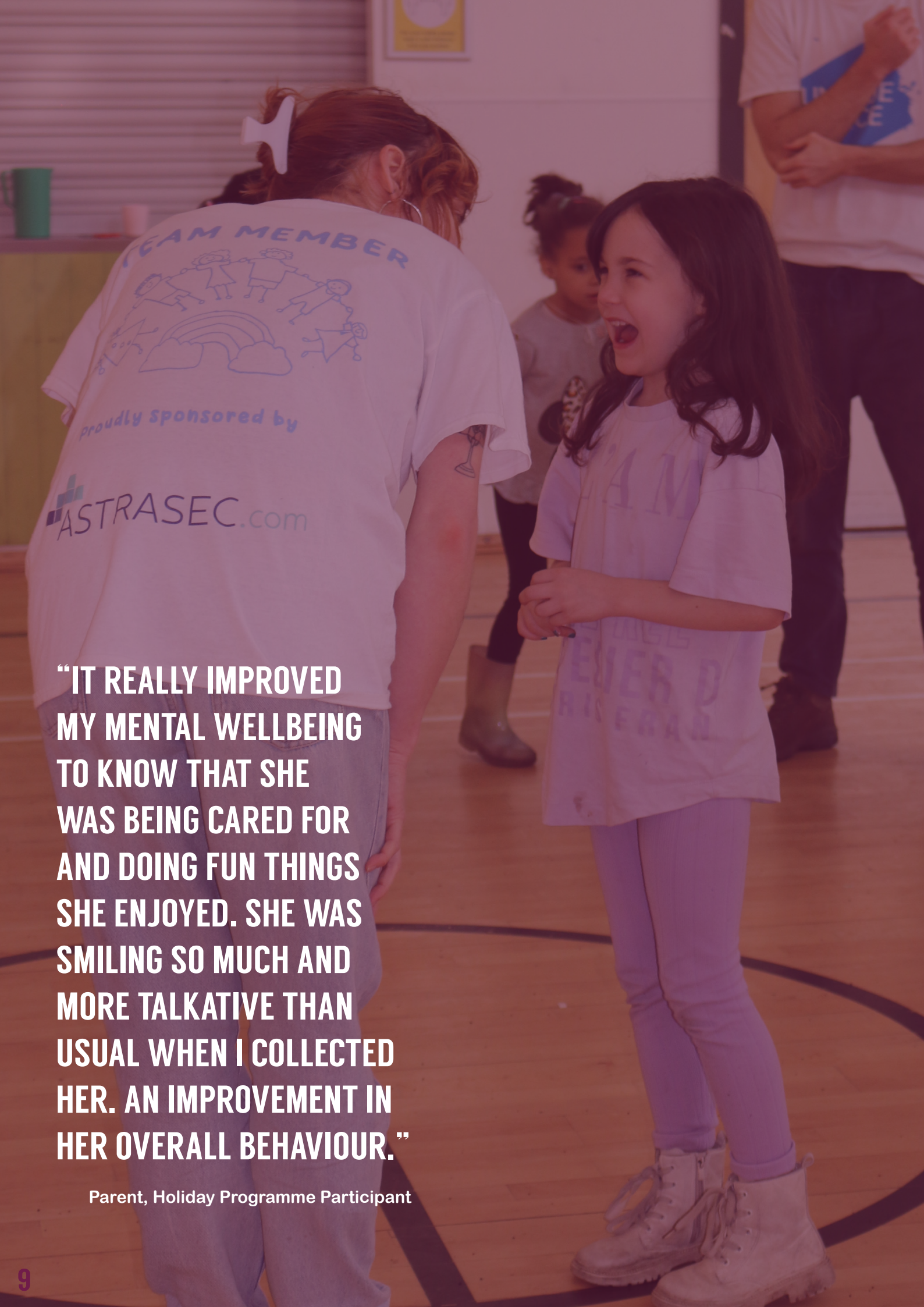
We deliver innovative PSHE workshops in educational settings that explore relevant social themes through creativity and the arts. As part of this work we have developed our very own Mental Health Toolkit to support educators in delivering this challenging but invaluable topics.



COMMISSIONS

We are commissioned by organisations to deliver bespoke projects to young people, creating arts-based programmes for charities, foundations and community groups.





“IT REALLY IMPROVED MY MENTAL WELLBEING TO KNOW THAT SHE WAS BEING CARED FOR AND DOING FUN THINGS SHE ENJOYED. SHE WAS SMILING SO MUCH AND MORE TALKATIVE THAN USUAL WHEN I COLLECTED HER. AN IMPROVEMENT IN HER OVERALL BEHAVIOUR.”

Parent, Holiday Programme Participant



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FOR FURTHER INFORMATION

Please email
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www.uniquevoice.org