

# Job Description

## For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

### Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

#### Role Details

Job Title:	Holiday Activities and Food Officer	JEID	
Salary Grade:	Grade I		
Team:	Family Information Service (FIS)		
Service Area:	Children and Families		
Primary Location:	Saltisford Office Park, Warwick		
Political Restriction	This position is not politically restricted.		
Responsible to:	FIS Team Manager		
Responsible for:			

#### Role Purpose

The Holiday Activities and Food (HAF) programme is a Department for Education funded programme (currently funded until March 2026) aimed at children in receipt of benefits related free school meals. The programme aims to deliver a healthy meal and an enriching activity for children during the Easter, summer and Christmas holidays.

This role is to support the FIS team manager to deliver a high quality programme of activities in Warwickshire which is accessible and available for all young people who wish to attend. The role will have a geographical remit to cover HAF provision in North Warwickshire, Nuneaton & Bedworth and Rugby.

#### Role Responsibilities

- To develop and maintain relationships with current and future providers ensuring their provision meets required standards, is of high quality and provide accurate appropriate data.
- Provide advice and guidance to potential and current providers to ensure their programmes meet required standards for safeguarding and food standards.
- To provide quality data analysis of HAF activities following each delivery period to showcase successes, evidencing the effectiveness of the programme and to highlight areas for future programme improvements.
- To develop bespoke activity programmes with a range of WCC internal teams alongside external organisations, supporting some of the most vulnerable families across Warwickshire.

- To ensure programme information is accurate and up to date and available in accessible form for families living in Warwickshire.
- To provide accurate, high quality web based content for Warwickshire children and families, keeping content under review and ensure the information is fit for purpose.
- To work with Marcomms and web teams to ensure content is focused on the needs of users, written in plain English and accessible.
- Develop and manage feedback systems to advise the future of the programme, including pro-actively acting on feedback received to make improvements.
- To keep programme data up to date in line with GDPR guidance.
- To ensure information is accessible to people in their local communities by producing innovative tools, approaches and developments.
- To provide reports, updates, reviews and presentations as required.
- To attend internal and external meetings to promote the HAF programme

## Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

### Essential Criteria

Assessed By:

NVQ level 4 (or equivalent) in a relevant subject or considerable demonstrable experience in related area.	A, D
A knowledge of the HAF programme	A, I
Experience of developing accessible information for a range of customer including young people and vulnerable groups	A, I
Excellent organisational skills. Able to work with a high degree of autonomy, prioritise workload and deliver to deadlines	A, I
Ability to maintain confidentiality and comply with data protection.	A, I
Ability to analyse data and interpret trends and behaviour	A, I, P
Good IT skills: Proficient with Microsoft Word, Excel, Powerpoint, Email and Internet searching. Experience of information storage, retrieval and interrogation using computer database systems	A, I
Excellent communication skills which must include an ability to produce both written and verbal reports for a range of audiences which will include children, young people and families, elected members, senior managers and partner organisations	A, I
An understanding of and commitment to equal opportunities	A, I
Satisfactory completion of an enhanced check through the DBS (this will be taken up if offered the post).	A, I

Displays commitment to the protection and safeguarding of children and young people	A, I
Ability to drive with access to a car to travel around Warwickshire	A, D

### Desirable Criteria

Assessed By:

NVQ4 in Advice and Guidance or Customer Service	A, D
Evidence of continuing professional development	A, I
Knowledge of the Warwickshire area	A, I
	A, I
	A, I
	A, I

## Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

### Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

### Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching

<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input checked="" type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	