



PERSON SPECIFICATION AND JOB DESCRIPTION GROUP LEADER

PERSON SPECIFICATION

Required:

- Experience of teenagers and the ability to motivate them in circumstances that will be unfamiliar to them
- Ability to lead a group of children in activities
- Excellent communication skills
- An ability to develop and maintain effective working relationships with students, adults, children, Romanian staff and carers
- Willingness to attend a weekend training session in Hampshire

Desirable:

- Experience of organising art/craft and sports/music sessions with 3 - 13 year olds
- Interest in supporting action to reduce poverty
- Interest in integrating children with SEN into the community
- Interest in experiencing and developing further awareness of Romanian culture

The Group Leader will be required to lead a group of UK students to a location in Romania and to oversee the activities for the Romanian children.

PRIMARY RESPONSIBILITIES:

1. Liaise with Romanian Partners
5. Ensure the health and wellbeing of the UK students
15. Administer and record disciplinaries with the Area Coordinator
32. Check safety of buses and drivers for the students when team are being transported

PRIMARY RESPONSIBILITIES TO BE ALLOCATED:

The Group and Deputy Group Leader are required to decide before the start of the project which of them will be accountable for the following responsibilities. Please mark this document accordingly

- | | GL | DGL |
|--|--------------------------|--------------------------|
| 2. Liaise with Area Coordinator daily and Chief Executive Officer when necessary..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Liaise with Romanian Volunteers..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Keep a record of accidents/incidents..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Appointed First Aider..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Ensure daily timetables are created and adhered to..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 25. Manage feedback sessions and planning meetings..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 26. Prepare and manage finale..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 27. Manage days off and ensure students are aware of free-time and what they might do..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 28. Allocate rooms for activities..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 33. Manage transport for children to and from project (with assistance from AC initially)..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 35. Ensure food shop is done and finances are suitably managed and recorded..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 36. Ensure lunches are suitably varied and ready for consumption at the right time..... | <input type="checkbox"/> | <input type="checkbox"/> |

SHARED RESPONSIBILITIES FOR GROUP AND DEPUTY GROUP LEADERS:

8. Manage allocation of UK and Romanian volunteers into small teams
9. Monitor behaviour and team relationships within teams
10. Plan and deliver in-country training for Activity Leaders, UK students and volunteers
12. Write reports on students before end of project
22. Observe activities and ensure that they are stimulating and interesting
23. Ensure aims of the projects are being met

SHARED RESPONSIBILITIES FOR GROUP, DEPUTY GROUP LEADERS AND ACTIVITY LEADERS:

3. Liaise with Romanian staff
7. Sort beneficiaries into teams
11. Encourage observations of beneficiaries by students
14. Know and understand Libra's Policies and Procedures
19. Manage rotation of children and ensure decision re rotation of students is addressed
24. Lead activities to give examples to students
30. Be aware of and maintain risk assessments