



Lead Chaperone & Child Licensing Co-ordinator

Department: Human Resources

Salary: £25,000 pro rata per annum

Annualised hours based on 20 hours per week.

Deadline for Applications: 22 October 2021 (12pm)

Job Description

Job title: Lead Chaperone and Child Licensing Co-ordinator

Reporting to: Health, Safety and Wellbeing Manager

Responsible to: Deputy Safeguarding Lead

Main purpose of job:

We are seeking someone with a robust understanding and experience of Chaperoning, licencing and child protection to work with our HR Department. This role will influence and promote safeguarding across the organisation working closely with the Health, Safety and Wellbeing Team, Programmes and Engagement Team, Artistic Teams and other Chaperones. The role will involve performances with children on stage as well as work delivered through the programmes and engagement teams.

Key responsibilities:

- Ensuring the welfare needs of the children take priority.
- The role will involve going on tour in the UK and internationally and Chaperone duties.
- Take an active role in ensuring concerns are reported to the safeguarding lead and follow all reporting procedures as laid out in the safeguarding policy.
- Be the central point of contact for parents, Chaperones, Local Authority etc.
- To have the confidence and ability to lead a team of chaperones.
- Administrative work associated with Licensing (application forms, obtaining personal and consensual information, ensuring that all DBS and Chaperone Licenses are up to date and references etc.
- To carry out inductions to all parent, guardian, carers, children and Chaperones.
- To work closely and support the Safeguarding Lead, Deputy Safeguarding Lead and Health, Safety and Wellbeing Manager to continually improve forms, policies and procedures.
- Ensuring license conditions are met and comply with associated policies and procedures.
- Actively ensure best practice and legislation is adhered to and regularly updated.
- Working closely with the following:
 - HR Team
 - Health and Safety Team
 - Stage Managers
 - Company Managers
- To arrange and book accommodation and rail fare.
- Managing budgets, receipts, credit card statements.

- To write Risk Assessments (training will be given).
- To have the ability to conduct dynamic risk assessments when required and deal with unforeseen circumstances (with the support of the H&S Manager).
- To investigate any incidents.
- To help solve behavioral related issues (from children, parents, guardians).
- To help with all administrative tasks associated with the activities and relevant stakeholders (parents, head teachers, chaperones, licensing authority, stage managers, company managers).

General

- To cooperate with us in complying with relevant health and safety legislation, policies and procedure in the performance of the post. The post carries responsibility for Health & Safety issues at level 6 (see attached).
- To behave in accordance with our values.
- To maintain confidentiality and observe data protection and associated guidelines where appropriate.
- To ensure compliance with our policies and procedures at all times.

The duties in this job description are not exhaustive and may be altered at any time to reflect the changing needs of the organisation.

Person Specification

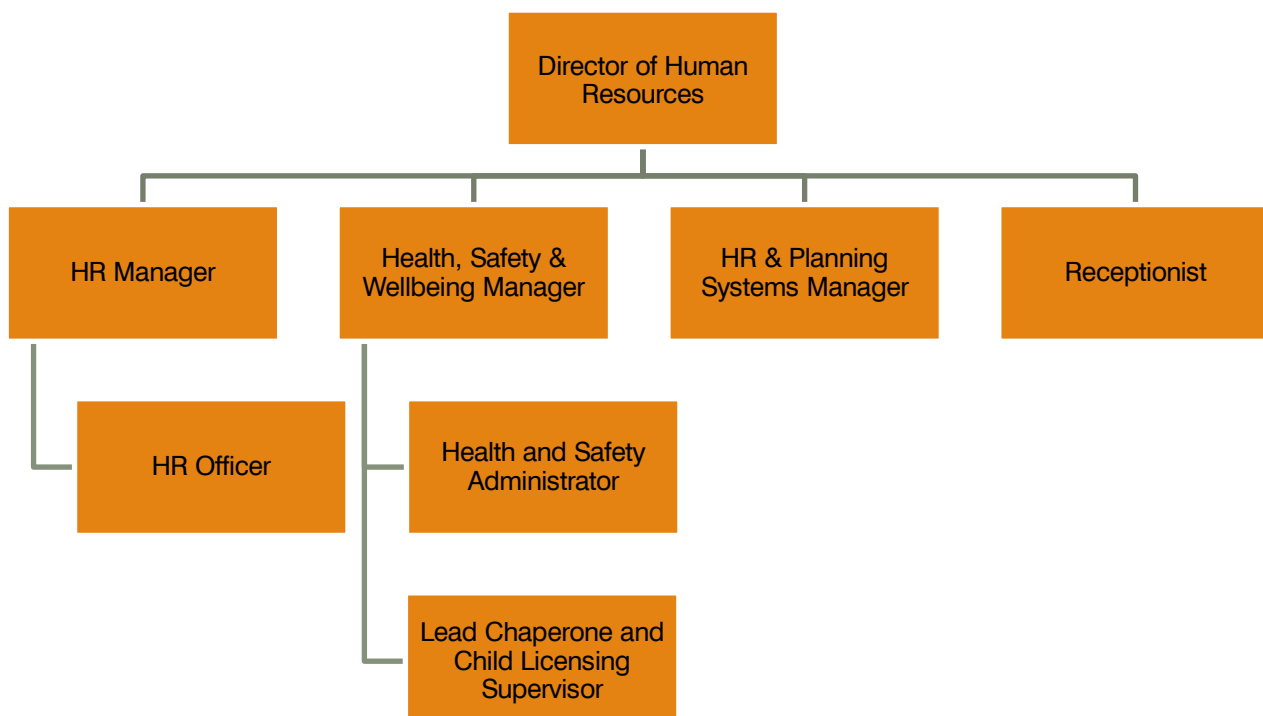
Lead Chaperone and Child Licensing Co-ordinator

Skills, knowledge and experience:

- Previous successful experience of Chaperoning and Safeguarding (ideally in theatre, performing arts, TV, education, or artistic management)
- Working with children of all ages
- Experience of chaperoning children in the UK and Internationally
- The ability to provide strong leadership and supervision to a team of Chaperones
- Experience working in a fast paced environment
- Experience of managing compliance (Health, Safety, Safeguarding, GDPR)
- Experience of delivering an efficient service to all relevant stakeholders
- Excellent communication skills (interpersonal, verbal and written) with adults and children
- Excellent time management
- Good organisational skills with attention to detail and thorough approach
- Competency in all legislation associated with Health, Safety, Safeguarding and GDPR
- Ability to use own initiative and challenge non-compliant issues without delay
- Health and Safety related qualification (IOSH Managing Safely) or willingness to learn*
- First Aid qualification or willingness to learn*
- Previous understanding of Theatre, performing arts, T.V, education, or artistic management*
- Knowledge of the Education and youth sector*
- Welsh language speaker/writer *
- Understanding of GDPR legislation *

Points marked with an asterisk (*) are desirable rather than essential.

Team Structure



Health and Safety Individual Responsibilities

All Employees

(Level 6)

Every employed person, including Managers.

Responsibilities

All employees are responsible for: -

The observance and implementation of rules and systems which are derived from the Health and Safety Policy and the arrangements for its implementation.

Taking reasonable care for their personal health and safety and that of fellow employees and others who may be affected either directly or indirectly by their acts or omissions at work.

Reporting promptly to the appropriate Manager potential or actual hazards and defects.

Taking part in any health and safety training considered by the Company to be necessary in order to comply with the Company Health and Safety Policy and current legislation.

Knowing the correct action to be taken in the event of an accident, fire or other emergency.

Co-operating with Management and other employees in meeting statutory requirements.

Not interfering with or misusing anything provided to protect their health, safety or welfare which is required by legislation and using any machinery, equipment, substance or safety device in accordance with any training and instruction.