

 **Job Description – Assistant Manager SNAPS Penny Field**

**Job Title:** Assistant Manager

**Reporting to:** Sites Manager

**Salary:** £10.40 per Hour

**Contract Type:** Permanent

**Hours of Work:** 8.30am-2pm (5.5 hours) on every Saturday the project is open (normally term time only)

**Location:** Penny Field SILC, Tongue Lane, Meanwood, Leeds, LS6 4QD

**Responsibilities**

* To be confident in running a session at the Penny Field site in the absence of the Site Manger.
* To be able to keep track of stock within the sessions for example, arts & crafts and tea & coffee and to report back to the site manger when low.
* To encourage staff to move around when needed within a session.
* An ability to motivate staff to deliver a fantastic service for SNAPS families.
* To speak to parents in a professional manner and report back to Site Manger on any conversations that they may need to be aware of.
* An ability to handle sensitive and difficult situations that may arise when dealing with SNAPS families.
* To be available for a phone call midweek to keep things up to date between yourself and Site Manger when needed.
* To keep information confidential
* An ability to maintain a professional manner while talking to parents and staff.
* You must be able to feedback to the onsite manger (Jo Milburn) about any problems or concerns you may have regarding a sessions.
* To be willing to be trained in registering a family and to be willing to learn about the systems we use at SNAPS.
* To support the Site Manager with ideas and planning for sessions, and to be willing to look in to new things we could try.
* To demonstrate a passion for supporting children with additional needs and their families

To apply please complete an application form and return it to Jo Milburn by 22.11.2021 - jo@snapsyorkshire.org