

Permanent/Temporary:  <b>Fixed Term Contract - 12 months</b>	Reports to:  <b>Chief Executive Officer</b>	Hours:  <b>28 hours per week, Term-Time only (39 weeks per annum)</b>
Location:  <b>Remote Working, Based in Cambridgeshire</b>	Level:  <b>Leadership &amp; Frontline</b>	Working Hours:  <b>Core Hours 9 am – 6 pm.</b>  <b>Flexible working.</b>  <b>Must be able to work 3.30 pm – 6 pm on most days of the week. There will be autonomy in managing these hours across the week to meet the demands of the role.</b>
Salary:  <b>£32,000 per annum pro rata ( FTE 37.5 hours)</b>	Arrangements:  <b>Salary paid in 12 equal monthly payments. Pension. Expenses.</b>	Travel:  <b>Some travel in Cambridgeshire may be required for the performance of core responsibilities.</b>

Application Deadline:  <b>Midnight, Sunday 17th May 2026</b>	Interview Arrangements:  <b>June 5th and/or June 12th. Interviews will consist of both remote video call and in-person in Cambridge, UK.</b>
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## **The Charity**

Thriving Through Recreation is a vibrant, innovative, and rapidly growing charity dedicated to a single, powerful belief: every child deserves equitable access to the learning they love. Currently operating across Cambridgeshire and Gloucestershire, we bridge the gap between vulnerable young people and their local weekly activities—be it sports, arts, or music—that help them sparkle. By collaborating with targeted services, schools, and local activity providers, we facilitate a child-led support system for those navigating social, emotional, or educational difficulties.

We don't just fund activity sessions; we facilitate transformations. Safeguarding is at the heart of our work, and our child-led support focuses on finding, funding and facilitating the learning that will allow them to sparkle in the way that children and young people should.

## The Role

The **Child and Young People's Activities Support Co-Ordinator** is the vital engine of our Activities Support Programme. They will work closely with and report to the Chief Executive Officer and be responsible for all aspects of day-to-day operations, allowing our charity to thrive.

- **The "Gold Standard" of Care:** You bring a rigorous, non-judgmental lens to family support. Your ability to navigate complex social needs ensures that our "child-led" philosophy is more than a slogan; it is a reality.
- **Trust & Credibility:** Through meticulous due diligence and provider mapping, you serve as the guardian of our reputation. You ensure that every activity provider we collaborate with meets the highest standards of safeguarding and expertise.
- **Data-Driven Advocacy:** By capturing both heart-warming qualitative stories and hard quantitative data, you provide the evidence needed to demonstrate our impact to donors, new applicants, and the Charity Commission.
- **Community Integration:** You act as our primary ambassador, building the "library of opportunities" that defines our service. You turn a fragmented landscape of local providers into a cohesive support network for the families who need it most.
- **Operational Scalability:** By managing day-to-day triage, assessing applications, and supporting families on our Activities Programme, you provide the CEO with the operational bandwidth needed to grow the charity's reach and secure the programme's future.

## Main Duties and Responsibilities

### CHILD, YOUNG PERSON AND FAMILY WORK

- **Needs Assessment**

Triage and assessment of support programme applications through liaison with referring professionals, families, children and young people.

- **Safeguarding, Due Diligence and Learning Needs Analysis**

Risk assessments, due diligence, and child-learning needs analysis when matching children and young people with their chosen activity. This includes confirming the Activity Provider's credibility, expertise, and safeguarding credentials. Robust safeguarding, recording, and compliance are always expected.

- **Family Support**

Family support continues throughout a child or young person's time on the Activities Support Programme. This includes regular communication and video-call reviews; facilitating any necessary adjustments to funding and activity choices; holding regular remote meetings to provide holistic engagement support; advocating for the child or young person with activity providers and other support agencies; tracking impact and programme effectiveness; and managing the end-of-programme process.

### ACTIVITY AND PROVIDER MAPPING

- **Research and Relationship Building**

Build relationships with activity providers and develop a library of approved providers across the entire spectrum of co-curricular opportunities.

### FINANCIAL MANAGEMENT

- **Budget Tracking**

Approve, process and track payments against the Activities Support Programme budget.

- **Payment Processing**

Liaison with Activity Providers to negotiate appropriate payment methods.

- **Manage Financial Records**

Effective accounts and record keeping enabling the production of quarterly reports and ensuring compliance with financial reporting to the Charity Commission.

- **Compliance**

Vigilance to organisational policies to protect Thriving Through Recreation from fraud and misuse of funds.

## **DATA ANALYSIS**

- **Monitoring and Evaluation**

Maintain robust records of needs assessments, outcome tracking, and impact data, including both qualitative and quantitative information, to support the CEO in producing impact reports.

## **COMMUNICATIONS, PARTNERSHIPS, AND MARKETING**

- **Relationship Building and Expanding Organisational Reach**

Build relationships with referring agencies, including schools, targeted services and the charitable sector.

- **Organisational Responsiveness**

Engage with enquiries efficiently and effectively, ensuring supportive, clear messaging.

- **Marketing**

Ensure referring agencies and local families know about our Activities Support Programme.

## Person Specification

### 1. Education & Qualifications

Attribute	Essential	Desirable
GCSE English and Maths (Grade C/4 or above).	X	
Degree in Social Work, Youth Work, Teaching, Psychology, Community Development, or a related field.  <b>OR</b>  Equivalent professional experience in a related high-responsibility frontline role.	X	
Evidence of recent Safeguarding training (Level 3 or higher).		X
Evidence of Continuous Professional Development (CPD) in SEND or Mental Health.		X

## 2. Experience, Skills & Knowledge

Attribute	Essential	Desirable
<p><b>Frontline Support:</b> Proven experience working directly with children, young people, and families who are navigating disadvantage or complex social/emotional needs.</p>	<b>X</b>	
<p><b>Operational Autonomy:</b> Experience managing a project or "caseload" independently, including making informed decisions without constant supervision.</p>	<b>X</b>	
<p><b>Financial Stewardship:</b> Experience tracking budgets, processing invoices, or managing financial records with high accuracy.</p>	<b>X</b>	
<p><b>Partnership/Collaboration Liaison:</b> Experience building professional bridges between different sectors (e.g. targeted services, schools, charities and activity providers).</p>	<b>X</b>	
<p><b>Data Literacy:</b> Competency in using IT platforms (CRM systems, Google Workspace/Microsoft 365) to record qualitative impact and quantitative data.</p>	<b>X</b>	
<p><b>Safeguarding Rigor:</b> Deep understanding of safeguarding frameworks, including risk assessment and the ability to conduct due diligence on external organizations.</p>	<b>X</b>	
<p><b>Project Management:</b> Proven ability to design, implement, and monitor initiatives that directly improve outcomes for children and young people;</p>		<b>X</b>

experience in delivering community-based programs within budget and to agreed quality standards.

### 3. Proficiencies

Attribute	Essential	Desirable
<b>County-Wide Travel:</b> Able to travel throughout Cambridgeshire to conduct home visits with families or meet Activity Providers when necessary.	<b>X</b>	
<b>Late Afternoon Working:</b> Able to work in a quiet and private environment between 3.30 pm - 6 pm when it's necessary to conduct video calls with families.	<b>X</b>	
<b>Adaptive Communication:</b> The ability to switch seamlessly between a playful, child-led conversation and a formal professional meeting with a CEO or Headteacher.	<b>X</b>	
<b>Active Listening:</b> A demonstrable ability to hear the "unspoken" needs of a family and translate them into actionable support.		<b>X</b>
<b>Organizational Prowess:</b> A memory for detail—able to support and track 50+ individual children at different stages of their programme journey simultaneously.		<b>X</b>

#### 4. Personal Attributes (The "Thriving" Fit)

Attribute	Essential	Desirable
<p><b>Lived Experience:</b> Able to draw on personal experience and understanding of the barriers that can be faced, and an insight into the nuances of support services from a user perspective, to build rapport and trust with our families.</p>		X
<p><b>The "Non-Judgmental" Lens:</b> A deeply held belief in equity, ensuring every family feels respected and heard, regardless of their circumstances.</p>	X	
<p><b>Flexible Thinker:</b> An agile-mind that thrives in ambiguity. You don't just manage change; you embrace it as an opportunity to find better ways of doing things. You possess the intellectual dexterity to consistently analyse and reflect on your approach and pivot to remain effective even when the path isn't fully defined.</p>		X
<p><b>Proactive Innovation:</b> A mindset that looks for solutions rather than obstacles—if a provider doesn't exist, you are excited to find one.</p>		X
<p><b>Collaborative &amp; Egalitarian:</b> Comfortable working in a flat structure where your input helps shape the charity's future.</p>		X
<p><b>Empathetic Resilience:</b> The ability to support families in distress while maintaining professional boundaries and personal well-being.</p>		X

**Inspiring and Affirming:** A visionary yet supportive leader who champions hope and individual potential, inspiring others to invest deeply in their own growth and/or the Charity's mission.

X

Please note that our application process allows candidates to evidence the requirements through non-paid roles, as well as both personal and professional experience.

This job description sets out the particulars for the role of Child and Young People's Activities Support Co-Ordinator. This is not an exhaustive list of duties and responsibilities, as the postholder will on occasion be required to work outside of their remit following reasonable instruction from the Charity.

## Organisational Values

At Thriving Through Recreation, we believe that the most important life lessons often happen outside the classroom. We exist to ensure that every child—regardless of their starting point—has the space to explore, the freedom to play, and the support to grow.

### OUR GUIDING PRINCIPLES

- **Recreation Matters:** We believe recreational learning is vital for children and young people to build resilience, discover their passions, and shape a foundation for a thriving adulthood.
- **Equity is Essential:** Circumstances should never define a child's potential. We are on a mission to bridge the gap and dismantle the disparities that hold children and young people back.
- **Values Guide Us:** Our work is rooted in a deep human connection. We walk alongside families, offering a hand to hold rather than a path to dictate.

We don't just "work" with young people; we champion them. Our team is a community of deeply committed advocates who meet every child, young person and family with unconditional acceptance. We navigate life's hurdles together, using a facilitative approach that empowers children and young people to choose their own version of "thriving" and how to get there.

We are a flat, collaborative, and egalitarian team. We don't believe in rigid hierarchies; we believe in brilliant ideas. As a member of this team, you won't just follow a manual—you will be an architect of our culture, helping us shape an organisation that changes lives.

The safety and joy of the children we support are at the heart of everything that we do. Every child has the right to feel safe, seen, and protected. We uphold the highest standards of safeguarding and vetting because our commitment to their well-being is absolute.

As such, shortlisted candidates will be required to complete a Criminal Record Self-Disclosure Form before the interview. All staff appointments are subject to a range of vetting checks, including an enhanced Disclosure and Barring Service (DBS) with barred list check, and satisfactory references. Successful candidates will also be required to complete regular safeguarding training.

At Thriving Through Recreation, we aim to foster an inclusive and welcoming workplace that offers opportunities for growth and collaboration to all employees. We offer a flexible and friendly working environment and we actively encourage applications from people of under-represented groups as we strive to represent the breadth and diversity of the UK.

Thriving Through Recreation is duty-bound by law to provide proof of eligibility to work in the UK for all our employees. Therefore, we are unable to consider applications that cannot provide this.

## Application Form

We'd love to get to know you, so please, only use AI to complement your application. It is important that your voice shines through.

If you have any questions before submitting your application, please email us on [contact@thrivingthroughrecreation.co.uk](mailto:contact@thrivingthroughrecreation.co.uk).

Our application form can be found [here](#).