



The Honey Pot Children's Charity

Job Title: Children's Residential Support Worker

Location: New Forest, Hampshire

Part time – Alternate weekends (annualised hours based on 20 hours a week)

Salary: £11.50-12.19 per hour (plus overnight payments) *

*Estimated at £1,500 p.a. when service is operating at full capacity

Part time permanent role working equivalent of 20 hrs/wk on an annualised hours basis. Predominately weekend work with overnight stays, there may be occasional weekday working available. Alternate Friday midafternoon to Sunday midafternoon (term time), variable days during school holidays.

We are seeking exceptional candidates to join our Children's Services team who are proactive, energetic and passionate about supporting young carers and vulnerable children, with a background of relevant professional experience.

About us

For 27 years, The Honey Pot Children's Charity has supported young carers and vulnerable children throughout their childhood. We provide 3-day respite holidays for young carers from 5 years of age at our houses in the New Forest and mid-Wales, running every weekend and throughout school holidays. Once onboard children remain engaged with us until their 13th birthday; they are invited back every year for a residential break and can also enjoy memory making days out.

In parallel we work closely with schools to deliver the Honey Pot SEAL (Social & Emotional Aspects of Learning) educational programme, running 4-day residential breaks during term time to support children in developing key life skills and confidence. Our team deliver bespoke SEAL content designed to enable children to better understand themselves, the world around them and their potential through practical experience and challenges.

In the past year we have expanded our suite of services to include a wide range of online workshops and a wellbeing fund. We are ambitious to maintain and build on this platform as we exit the pandemic period, taking a broader range and reach of services into the future and being accessible to Honey Pot children whenever they wish, wherever they are.

This is an exciting time to join Honey Pot. This role provides an opportunity for a strong team player with professional experience working with children and a passion for supporting and enabling young people to help develop and deliver our respite and educational services going forward.

About the role

The Children's Residential Support Worker (CRSW) plays a central role in the delivery of all aspects of our child-facing services. Under the direction of the Children's Services Leader (CSL) you will create a welcoming, stimulating, and safe environment in which children have fun, develop socially and emotionally, and make magical memories while enjoying Honey Pot respite holidays, SEAL breaks, digital workshops, and memory-making days.

The CRSW wears many hats. You will be the entertainer, the teacher, the cook, the cleaner, the administrator, the parent, the guide, and the supervisor. You will need to be able to positively manage behaviour with confidence and be able to say "no, because...".

You will be part of a team who will remain together, resident onsite with a group of children, throughout their holiday. All members of the team need to think on their feet and support each other, working hard to create a friendly, harmonious, and relaxed family atmosphere while maintaining all professional standards. Flexibility and a 'can do' attitude is essential.

Our child-facing team must have excellent creative skills and great enthusiasm, alongside exceptional professional standards, empathy, integrity, and a willingness to embrace change as we further develop our services.

Our CRSWs will:

- Work across all areas of our child-facing service delivery including respite holidays, SEAL breaks, memory-making day trips and digital workshops.
- My perform travel chaperone (not driver) duties on our minibuses, accompanying children while collecting and returning them from their homes before and after breaks.

Note: the schedule of residential activities is planned several months in advance and a team shift rota is prepared quarterly, in order that upcoming residential work commitments can be understood in good time.

This role will be based at :

Honey Pot Hampshire, Blackfield.

Role purpose

As part of an energetic team, you will help to research, design and deliver creative and imaginative content addressing the particular outcomes required of the range of Honey Pot breaks and activities.

You will support the CSL in the delivery of their break or activity programme; under their direction you will supervise children in a wide range of indoor and outdoor activities, proactively seeking ways to enable every child to get the very best from their time with us while ensuring their safety and wellbeing.

At all times you will act as a positive and inspiring role model for the children who stay with us, acting and communicating with kindness, empathy, and fairness.

You may personally lead and facilitate individual and group activities for children in safe, nurturing environments both face to face and online. At our residential sites you will enable children to safely access and enjoy a range of facilities including extensive gardens and grounds, trampolines, a swimming pool, bikes and go carts, an adventure playground and an arts and crafts studio.

As a key member of the Children's Services team, you will also have some broader responsibilities which may include elements of our Health & Safety policy and practices, maintenance of children's equipment and our kitchen garden, support for break and activity planning, family engagement and administration.

Key responsibilities

- Understand the components and objectives of each element of the suite of Honey Pot services in order to support the delivery of required outcomes.
- Assist the CSL in the preparation of activities, organise programmes/themes and arrange equipment, ensuring that all activities are inclusive for all children.
- Assist in assessing and managing risk in play and learning opportunities through a robust and considered approach to risk benefit assessments.
- Assist in the development and delivery of SEAL learning resources, supporting all children in achieving their best available outcomes.
- Consult with the children and involve them in the planning of activities, ensuring that every individual and group has the best possible experience and outcomes from their time with Honey Pot.
- Assist with the maintenance of materials and equipment during and between breaks in order that all necessary resources are available and fit for purpose.
- Assist in the creation and management of a play environment where children can make choices, access a range of resources, and be supported by a responsive and adaptable approach to their play.
- On a daily rotating basis among the team, undertake the specific responsibilities of the Play Safety, Housekeeping and Sanitation Leader roles as specified by the charity and directed by the Children's Services Leader.

- Manage challenging behaviour when it occurs in a calm and fair manner, whilst using positive behaviour techniques.
- Build and maintain professional relationships and boundaries with both children and staff.
- Perform regular travel chaperone duties as required.
- Look after and maintain the Honey Pot site and facilities, acting with care to avoid damage to property and encouraging children to respect their environment.

Care

- Use various intervention and response methods to create a child-friendly, non-authoritarian and co-operative environment.
- Respond appropriately to the emotional, physical, and practical needs of vulnerable children.
- Help the children under your supervision to wake up in the morning and to go to bed at night, including support for good personal hygiene (e.g. by encouraging showering, brushing teeth etc. in accordance with applicable charity policies).
- Help with preparing and serving meals, ensuring that food preparation and handling is carried out in accordance with the guidelines of the Food Safety Act and the Food Standards Agency.
- Perform routine housekeeping and sanitation tasks during and after each holiday/break, ensuring that the house and grounds are always kept clean.

Other

- Attend and participate in pre-break/activity meetings with the Children's Services Leader to plan and prepare for the upcoming event; agree and accept designated duties and responsibilities for individual breaks.
- Read, accurately complete, and safely store all necessary records and paperwork for each respite break in line with GDPR legislation.
- Follow health and safety guidelines, check all equipment and report concerns or incidents involving children, staff, or visitors to the Children's Services Leader.
- Attend and participate in a debrief meeting at the end of each respite/SEAL break and contribute to lessons learned for ongoing service improvement.
- Attend regular supervision with the CSL/line manager.
- Assist the Children's Services Leader to measure and record the outcomes achieved for each child on the break.
- Understand, promote, and adhere to the Honey Pot Children's Charity's Policies & Procedures.
- Participate in activities which fall outside of normal working hours as required, e.g. Training, Staff Meetings, open days, fundraising events etc.
- At all times be a positive, constructive, and proactive member of the team, embodying positive behaviours, promoting respect for the individual and working together to create a happy, caring environment for children and staff.

Person specification

You must be passionate about working with children, comfortable working in a fast-paced environment and able to respond positively, with good professional judgement and imagination, to challenges and unexpected changes of course.

You must have professional experience of direct work with children in a group environment, a childcare, education or social work qualification and knowledge of Child Protection and Safeguarding. This role requires an enhanced DBS check.

Education and training

- Relevant Teaching, Child Care or Play-work qualification (Essential)
- Safeguarding Children and Young People training/qualification (Essential)
- Paediatric First Aid (Desirable)
- Food Hygiene certificate (Desirable)

Knowledge and experience

- Recent experience of direct work with children in a residential care environment, school, or other professional setting.
- Experience of working with children from diverse backgrounds; an understanding of equal opportunities and inclusion particularly as it applies to a child-oriented setting.
- An understanding of the principles of play work.
- Experience of organising trips, outings and/or residential holidays for children.
- Knowledge of issues and general procedures around Child Protection and Safeguarding.

Skills & attributes

- A fun, friendly, empathetic nature underpinned with the highest professional standards and absolute integrity. Confident, compassionate, and level-headed.
- Practical skills in one or more of the following areas, and the ability to apply them in a play setting: arts and crafts/music/drama/storytelling/sports and games.
- Creativity to devise and develop new ideas and engage children in activities.
- Excellent communication skills with children, colleagues and parents/carers.
- Passion for improving the lives of vulnerable children through a commitment to the pursuit of excellence in all aspects of service delivery.
- A natural team player, able to operate comfortably for sustained periods in a close residential setting and to work harmoniously with colleagues to achieve break or activity objectives.
- Ability to work under pressure, manage challenging behaviour in a calm, positive and effective manner and use own initiative.
- Ability to complete concise, accurate and legible records of incidents and accidents and contribute to evaluations and reports.

- Computer literate in MS Office including Word, Power Point, Excel and CRM systems.
- Full driving licence and own car (Honey Pot houses are not served by public transport routes).
- Enhanced Disclosure and Barring Service (DBS) clearance (post exempt from the Rehabilitation of Offenders Act 1974).

Person specification

CRITERIA	ESSENTIAL / DESIRABLE
EDUCATION AND TRAINING	
Relevant Teaching, Child Care or Playwork qualification	E
Safeguarding Children and Young People training/qualification	E
Paediatric First Aid	D
Food Hygiene certificate	D
KNOWLEDGE AND EXPERIENCE	
Recent experience of direct work with children in a residential care environment, school, or other professional setting.	E
Experience of working with children from diverse backgrounds; an understanding of equal opportunities and inclusion particularly as it applies to a child-oriented setting.	E
An understanding of the principles of play work.	E
Experience of organising trips, outings and/or residential holidays for children.	E
Knowledge of issues and general procedures around Child Protection and Safeguarding.	E
SKILLS & ATTRIBUTES	
A fun, friendly, empathetic nature underpinned with the highest professional standards and absolute integrity. Confident, compassionate and level-headed.	E
Practical skills in one or more of the following areas, and the ability to apply them in a play setting: arts and crafts/music/drama/storytelling/sports and games.	E
Creativity to devise and develop new ideas and engage children in activities.	E
Excellent communication skills with children, colleagues, and parents/carers.	E
Passion for improving the lives of vulnerable children through a commitment to the pursuit of excellence in all aspects of service delivery.	E
A natural team player, able to operate comfortably for sustained periods in a close residential setting and to work harmoniously with colleagues to achieve break or activity objectives.	E
Ability to work under pressure, manage challenging behaviour in a calm, positive and effective manner and use own initiative.	E
Ability to complete concise, accurate and legible records of incidents and accidents and contribute to evaluations and reports.	E
Computer literate in MS Office including Word, Power Point, Excel and CRM systems.	E

Full driving licence and own car.	E
Enhanced Disclosure and Barring Service (DBS) clearance (Post exempt from the Rehabilitation of Offenders Act 1974)	E

Other information

Hours: **Part time 20 hours** weekly equivalent on an annualised hours* contract.

**In an annual hours system an employee works a certain number of hours over the whole year, but with a certain degree of flexibility about when those hours are worked. Normally, a period of regular hours or shifts forms the core of the arrangement, with the remaining time left unallocated and used on an 'as needed' basis. Source: ACAS*

Salary is paid at 1/12th of an annual salary monthly.

When the children are in residence, you will sleep on site. Staff bedrooms are close to, but separate from, children's bedrooms. Staff bedrooms have twin single beds; when possible you will have a room to yourself, however there will be many occasions when you will need to share with a colleague of the same sex.

Breaks of varying types run at weekends and on weekdays, during term time and school holidays. You will work a mix of break and activity types and must therefore be prepared to work flexibly. A schedule of residential breaks is defined several months in advance and rotas are prepared quarterly, so you will know which specific breaks you will work and when you are required to be resident onsite in good time.

There will be occasions where you will need to work late and be on call during the night to deal with incidents/emergencies.

To provide continuity for children, all team members remain consistent throughout respite and SEAL breaks. You will therefore be required to remain resident onsite for the full duration of all breaks you work.

All your meals will be provided during the breaks, and all dietary requirements will be catered for. Because of the nature of working with children, particularly in a residential setting, tasks and responsibilities can be unpredictable. All staff are expected to work in a flexible way in response to unforeseen or emergency situations.

This post requires an Enhanced DBS and satisfactory references must be obtained prior to commencement of employment.

Please apply by application form together with a covering letter to:

recruitment@honeypot.org.uk