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| **Job Title** | Holiday Activity Officer |
| **Grade** | Grade 7 (SCP 26 to 30) Fixed Term until 31/3/2025 |
| **Manager** | Club and Neighbourhood Support Manager |
| **Direct Reports** | None |

**JOB DESCRIPTION**

**Main Purpose of Post**

The Holiday Activity Officer post (HAO) will play a key role in the delivery of Manchester’s Holiday Activity Programme. The post holder will be driving relationships across the Voluntary, Sport and Social Enterprise sector (VCSE) ensuring that high-quality free at the point of access Holiday Activity is available to all eligible young people in Manchester.

The post holder will demonstrate strong partnership working with key stakeholders across the VCSE sector in Manchester including leisure operators, parks teams, community groups, sports clubs, and volunteers.

The post holder will also be responsible for ensuring that all monitoring and reporting is received in line with the Grant conditions.

**Main Duties and Responsibilities**

1. To be responsible for the coordination of partnerships / collaborations to deliver the programme
2. To assist in the development of a programme plan in line with grant terms and conditions
3. To liaise with partners to identify priority issues within the programme e.g. equalities/inclusive practice
4. To engage with delivery partners to ensure that systems are in place to monitor and evaluate the programme on an ongoing basis
5. Working with the Business support team to ensure that funding is allocated in a fair, transparent and timely manner to ensure effective delivery
6. To develop effective methods of engagement with children and families/carers
7. To identify gaps in provision and work with partners to develop new initiatives to provide services in those areas
8. To manage and mitigate risk in relation to programme delivery
9. Monitoring and reviewing the outputs and outcomes across the programme
10. To ensure that the programme links effectively with other city-wide initiatives
11. To provide reports and updates as requested by partners
12. To manage the programme budget and provide financial updates

As part of the organisations flexible and supporting culture, to show a willingness to help and enthusiasm towards supporting colleagues and peers from all sections within the organisation should an individual or team require assistance.

MCRactive is proud to support the Our Manchester Strategy. We embrace the Our Manchester behaviours and as a part of the MCRactive team you should adopt and adhere to these behaviours and encompass them as a part of your daily working:

* We work together and trust each other;
* We take time to listen and understand;
* We 'own it' and aren't afraid to try new things;
* We're proud and passionate about Manchester; and
* We show that we value our differences and treat people fairly.