

# CATSS Project Leaders 2017/18 Application Information

***Fancy a challenge? Want to lead on one of two children's residential projects? Then read on...***

**The Children Achieving Through Student Support (CATSS) project are recruiting project leaders for 2016/17 to lead and organise two long-running and popular Student Community Action (SCA) projects. There are 2 projects; CATSS Primary and CATSS Secondary.**

Both projects work with children with difficult backgrounds and family situations. This can include children who may be in the looked-after children system, young carers, or have suffered from neglect and/or abuse. CATSS Primary takes around 20 children (aged 7– 10) referred by local Child Safeguarding teams on three day trips and a residential week away. CATSS Primary gives the children a chance to try new activities and build their confidence and self-belief.

CATSS Secondary takes around 16 children (aged 11-13) on two day trips and a residential week away. CATSS Secondary gives the older children a chance to experience new things and meet new people.

Each project is run by 15 student volunteers (including the project leaders), enabling the children to benefit from having support and encouragement from positive adult role models, something that many of the children may not have previously experienced.

The project leaders are central to the both project's success, as they plan and implement the project, with support from SCA staff. The projects run separately, however there will be times where coordination is required, such as in advertisement, recruitment and arranging timings. There are four roles available on each project.

## CATSS Primary

CATSS Coordinator

CATSS Funding and Finance Project Leader

CATSS Activities Project Leader (2 positions)

## CATSS Secondary

CATSS Coordinator

CATSS Funding and Finance Project Leader

CATSS Activities Project Leader (2 positions)

- Each role has different responsibilities, but all are required to work together as a team to support each other and make the project a success. As such, to be a project leader you need to be confident working independently on your own initiative but also able to work as a team and be open to other's ideas.

- Each role requires a significant commitment throughout the year, both in term time and during vacations. Leadership team meetings are held weekly, and each project leader must commit additional hours each week to completing their allocated tasks and ensuring that their responsibilities are completed with forward planning (see below for outline of timetable).

- Whilst being a project leader is a big commitment, it's a hugely rewarding role, and you get to see first-hand the benefits of the project to the children, as well as gain a vast amount of experience and skills relating to teamwork, initiative, and project management. It's a really worthwhile challenge!

**An overview of the CATSS project timetable for 2016/17:**

- Easter term 2016 - Project leader recruitment and handover
- Summer vacation 2016 - initial project planning and begin some tasks e.g. funding applications, deciding dates.
- Michaelmas term 2016 - Weekly meetings, recruitment of volunteers, more in-depth planning of project
- Christmas vacation 2016 - Continue with allocated tasks using own initiative, communication updates between project leaders
- Epiphany term 2017 - Weekly meetings, weekly volunteer training sessions, first primary daytrip, secondary daytrip
- Easter vacation 2017 - Second primary daytrip, pre-week training for both projects, residential week away for both projects, follow-up from week away e.g. evaluations, finances
- Easter term 2017 - Planning for third daytrip, project leader recruitment for 2016/17, third primary daytrip after exams, third secondary daytrip after exams

If you are interested in getting involved, please read over the enclosed job descriptions carefully to see if there is a role for you. The job descriptions include the email address of the current role holder, so please email them if you have any questions.

**If you would like to apply, please use the attached application form, and email back to [community.action@durham.ac.uk](mailto:community.action@durham.ac.uk) by 5pm on Friday 12th May 2017.**

**Interviews will take place on Monday 5<sup>th</sup> and Tuesday 6<sup>th</sup> June.**

**As a project leader you will also be expected to attend training on 10<sup>th</sup>/11<sup>th</sup> June 2017.**

## CATSS Primary Coordinator

**Current holder: Emily Hassall** – [emily.hassall@durham.ac.uk](mailto:emily.hassall@durham.ac.uk)

## CATSS Secondary Coordinator

**Current holder: Hannah Watson** – [h.l.watson@durham.ac.uk](mailto:h.l.watson@durham.ac.uk)

### Role

Coordinate the successful running of CATSS with the support of the SCA Volunteer Officer (VO) and through working with the CATSS Project Leaders – Activities Project Leaders (APL) and Funding and Finance Project Leader (FFPL).

Though you will be responsible for either the CATSS Primary project or the CATSS Secondary Project there will be times when both coordinators need to work together to ensure both projects run successfully.

Ensure the development of CATSS continues, with previous CATSS experience informing the planning of the current project and ongoing evaluation of the project against its aims and objectives helping to identify areas for improving the project in the future.

Act as the primary contact between the project and the office.

### Responsibilities

- **Planning** – play a lead role in the initial planning and aims and objectives setting of CATSS within the intrinsic project parameters alongside the VO, and the APLs and FFPL.

- **Meetings** – organise and chair all meetings, including booking rooms, setting agendas, recording and following up action points, and keeping hard copies of all relevant paperwork.

- **Finances** – work with the FFPL and APLs to draw up a budget for CATSS, act as one of the account signatories and keep up-to-date on all financial matters.

- **Volunteers (recruitment)** – coordinate volunteer recruitment with the other project coordinator, including advertising the project (SCA Project Fair, SCA weekly email and CATSS information evenings) reviewing and finalising the volunteer application form, receiving applications, overseeing shortlisting, informing applicants of initial decisions, organising and leading interviews and selection, contacting shortlisted applicants to inform them of the final decision and welcoming volunteers onto the project.

- **Volunteers (coordination)** – correspond with volunteers throughout the project (using the CATSS email account); ensure all volunteers undertake a DBS check and complete all relevant forms (e.g. consent and medical forms, self-declaration forms, etc); organise volunteer and leader ID cards; identify and oversee volunteers to organise food, sports and games, arts and crafts; identify and work with team leaders; etc.

- **Training** – devise and implement a training and team building programme with the other project coordinator, ensuring the following areas are covered: child safeguarding/protection, working with children, games, first aid, project procedures, etc. Include a team building session soon after volunteers are selected and arrange various socials to promote and develop good team working.

- **Children** – consider and select with VO children to take on CATSS, being aware of all relevant personal, medical and behavioural issues. Keep an up-to-date and confidential folder (stored in the SCA office) containing all essential child information – especially important during day trips and week away as a reference when needed.

- **Procedural adherence** – ensure the project is fully risked assessed (working with the VO and APLs where required) and that adequate insurance is in place.

- **Day trips, weekend, week away** – oversee all areas of the elements of CATSS and ensure they run smoothly and on time and are undertaken in a safe and enjoyable manner. To this end:

- Work closely with Team Leaders on the teams and points system, relaying information through them to the children as and when required.
- Oversee the Activity Leaders to ensure each activity has an Activity Planning Sheet completed, Risk Assessment and is suitable and safe.
- Hold all relevant child and volunteer information during the week in a confidential folder, including medication information, accident logs, and ABC incident forms.
- Oversee all medication and ABC incident forms, being the point of contact for any completed ABC incident forms and ensuring all child medication is correctly given.
- Be the contact for the office if information needs relaying to children or volunteers, or parents/guardians/etc.
- Hold the CATSS mobile when on trips with the children or volunteers.
- Lead all debriefs during day trips, weekend and week away with both children and then volunteers (especially important at the end of a day or particular element – e.g. weekend or week).
- Oversee the use of the accident log book

- **Evaluation** – work with the VO to evaluate the project and its various elements and use this to inform the format of the following year's CATSS and the recruitment of its leadership team.

- **Handover** – support the VO as they lead the recruitment of the new project leadership team, update the CATSS handbook and ensure a smooth handover.

- **Welfare** – be responsible for the welfare of the children and the volunteers

- **Miscellaneous** – ensure that any other tasks are carried out as required by the project; either personally, or through delegating to other members of the leadership team, volunteers or the office.

## CATSS Primary Activities Project Leader

### Current holders:

**Katie Parsloe** – [k.j.l.parsloe@durham.ac.uk](mailto:k.j.l.parsloe@durham.ac.uk)

**Hollie Cunliffe** - [hollie.cunliffe@durham.ac.uk](mailto:hollie.cunliffe@durham.ac.uk)

## CATSS Secondary Activities Project Leader

### Current holders:

**Kavneet Jolly** - [k.k.jolly@durham.ac.uk](mailto:k.k.jolly@durham.ac.uk)

**Kaitlin Wilson** - [k.r.wilson@durham.ac.uk](mailto:k.r.wilson@durham.ac.uk)

### Role

Responsible for researching, designing and booking an activity programme for CATSS.

### Responsibilities

- **Activity Programme** – design a programme of activities for the daytrips and week away (including a mix of on- and off-site activities, internally and externally led, that cover a range of areas, e.g. cultural, educational, adventurous, creative, etc), discuss and finalise with other members of the leadership team, book all external activities and organise (with volunteers where required) internal activities – ensure relevant resources are obtained when needed.

- **Transport** – research and get quotes for all journeys needed, then book once confirmed with CATSS Coordinator (CC) and Finance and funding Project Leader (FFPL).

- **Accommodation** – investigate potential sites for weekend and week away (using information on previous year's CATSS and considering the availability of on-site and local activities, as well as the project budget), shortlist and arrange visits to assess options (where required) before final decision is made by the leadership team.

- **Budget** – work with FFPL to ensure all spending adheres to the agreed budget as far as practicable, and only deviate after agreement with the rest of the leadership team.

- **Risk Assessments** – obtain and keep records of risk assessments and liability insurance for all transport, accommodation and activities including those from other organisations, working directly with the CC.

- **Day trips and week away** –

- Complete schedules for the various project elements (times, locations, persons involved, etc) in conjunction with the CC
- Liaise with external activity and transport providers as required and ensure they are paid on time; pass on all invoices/receipts/etc to the FFPL, and ensure such evidence covers all expenditure.
- Organise, and purchase if necessary, all of the relevant materials and equipment required for activities, ensuring that all purchases are within budget and agreed with the FFPL Student Community Action- Hands on Volunteering [www.scadurham.org.uk](http://www.scadurham.org.uk)

- Oversee all activities; this can be through running the activities directly or with other volunteers, and also by ensuring that all external activities are running smoothly.
- Activity leaders will be required to run activities with volunteers to provide support and ensure the activities are delivered in a safe manner, and also when there is no leader/volunteer signed up to run an activity.
- Ensure each activity has an activity planning sheet filled in by whoever is running the activity at least a week before the holiday to allow time for Risk Assessments to be completed.

- **Rotas** – Create all rotas for the week away (Night Duty, Early Duty, Cooking, Cleaning)

- **Minutes** – taking minutes for CATSS leadership meetings during term 1.

- **Miscellaneous** – attend all CATSS leadership team meetings and assist the other leaders as required. Undertake other tasks as and when they arise if required in the successful running of the project.

### CATSS Primary Funding and Finances Project Leader

**Current holder: Dan Miller** – [daniel.miller2@durham.ac.uk](mailto:daniel.miller2@durham.ac.uk)

### CATSS Secondary Funding and Finances Project Leader

**Contact: Grace Harwood** – [grace.s.harwood@durham.ac.uk](mailto:grace.s.harwood@durham.ac.uk)

#### Role

Responsible for all CATSS finances, including: recording income and expenditure, securing funding, developing a fundraising strategy and keeping up-to-date accounts.

Though you will be responsible for either the CATSS Primary project or the CATSS Secondary Project there will be times when both funding officer need to work together to ensure both projects run successfully.

#### Responsibilities

- **Budget** – draw up a project budget for the year ahead with the CATSS Coordinator (CC) and Activities Project Leaders (APLs) using information from previous years and having considered plans for the current project. Liaise with APLs to ensure they keep to budget and if deviation required, ok this with all members of the leadership team.

- **Funding** – secure funding for CATSS (research and discuss with previous year's Funding and Finance Project Leader (FFPL) and SCA staff to ascertain list of potential funders, make and track applications – record required reporting methods), ensuring all successful applications are acknowledged and cashed as soon as possible.

- **Fundraising** – devise a strategy to raise money for CATSS utilising the volunteers and their skills and experience - e.g. a cake sale, selling glow sticks, sponsored run, etc – having considered previous CATSS ventures. Ensure it is implemented as much as possible through getting the volunteers involved in both the planning and execution of the events.

Student Community Action- Hands on Volunteering [www.scadurham.org.uk](http://www.scadurham.org.uk)