

AYFS TEAM LEADER RESPONSIBILITIES



1. Map out clear structure for AYFS programme management plan together with OM and team members
 2. Liaise between the AYFS team and facility manager
 3. Keep the OM well informed about AYFS progress and challenges
 4. Liaise between the AYFS team and the AYFS coordinator
 5. Keep AYFS coordinator well informed of the progress and challenges
 6. Organise and facilitate AYFS team meetings
 7. Provide the overall coordination of the AYFS team service improvement projects and AYFS activities
 8. Ensure that all members of staff/volunteers have copies of the AYFS monitoring tools
 9. Together with the AYFS coordinator, facilitate educational sessions for team members and other members of staff about AYFS service improvement methods and tools
 10. Coach/mentor AYFS team members and staff in applying AYFS service improvement methods
 11. Ensure all AYFS team members are actively contributing to the implementation and monitoring of AYFS
 12. Monitor the implementation of AYFS Action plans and assess whether they are contributing to the achievement of AYFS standards
 13. Put mechanisms in place to ensure that staff are involved in AYFS decision making
 14. Establish links with other facilities implementing AYFS to share experiences and resources or to jointly carry out selected activities
 15. Invite outside speakers to present on topics related to AYFS
 16. Ensure that AYFS file is well organised, complete and up-to-date
 17. Prepare monthly progress reports and presentation for staff team
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