



## **Include Me 2 Club SCIO (SC047911)**

Job Title: Hub Club Facilitator  
Salary: £9.50 p/h  
Hours: 16 Hours per week  
Managed By: Hub Club Co-ordinator  
Pattern of Work: Thursdays & Fridays from 9.00am to 5.00pm  
Closing Date: 31/07/2019 at 12noon

### **Main Function:**

To encourage, support and motivate our young adults and adults with additional support needs and disabilities to participate in daily activities and enjoy their time at the Hub Club. To provide an inclusive service so that our members will have fun, stay safe, be inspired, make friends, learn, contribute to and provide them with life skills socially and individually. To assist the volunteer team to organise, deliver and facilitate such stimulating and innovative activities.

### **Duties:**

- Provide opportunities to our members all year round (on and off site)
- Facilitate freely chosen and self-directed opportunities
- Encourage our members to help plan and choose the kinds of activities that they would like to do enabling them to experiment and learn about themselves and the world around them while allowing them to experiment and take risks within the safety of the project
- Supervise our members at all times making sure that safety procedures are followed conforming to the project's Adult Protection and Health & Safety policies and other relevant policies and complete any appropriate reports e.g. accident / incident forms
- Encourage good behaviour and deal with any challenging behaviour in accordance with the projects policies and procedures.
- Ensure non-discriminatory practices at all times – in line with the Equal Opportunities policy
- Preparation and clearing up of activities/areas/locations
- Contribute to joint working and partnership working ensuring positive relationships with all concerned
- To liaise with parents, carers, professionals and partnership agencies

### **Health & Safety:**

- Ensuring that all areas/equipment used is free from hazard/danger
- Reporting/removing any items considered dangerous
- Ensuring all reasonable precautions are taken with regard to the children's and your own Health and Safety, on indoor/outdoor activities and games.
- Understand and implement Dynamic Risk Benefit assessments

### **Administration/Procedures:**

- Ensure familiarity and adherence to organisation's procedures/policies
- Support evaluation of the service by maintaining register of attendance, consent and evaluation records (observations, images, questionnaires, videos as appropriate)
- Noting and acting with regard to special health or dietary needs of members on register
- Attendance at staff meetings and training sessions as required
- Keeping a log of, and reporting any issues on sessions to your line manager
- Other duties associated with the hub club service as required
- If appropriate for your organisation maintain a register, paperwork and reports



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### Hub Club Facilitator - Person Specification

|                                | Essential   | Desirable  |
|--------------------------------|---|--|
| <b>Qualifications</b>          | <ul style="list-style-type: none"> <li>Hold a Social care qualification – e.g. HND/HNC/SVQ3 or SVQ2 in Social care (or equivalent)</li> </ul>   | <ul style="list-style-type: none"> <li>basic first aid</li> <li>food hygiene [training can be arranged]</li> </ul>   |
| <b>Knowledge or Experience</b> | <ul style="list-style-type: none"> <li>Extensive experience of working with a wide range of young adults and adults</li> <li>Awareness of Child/Adult Protection guidelines and relevant legislation</li> <li>Awareness of the needs of young adults and adults with additional support needs and disabilities</li> <li>Excellent communication skills with Young Adults and adults</li> <li>Ability to lead activities, interest groups, sessions in activities such as cooking, arts, crafts, games etc.</li> <li>Ability to work in partnership</li> <li>Good team worker and able to use own initiative</li> <li>Awareness of dynamic risk benefit assessments</li> <li>Computing/IT skills and social media</li> <li>Be able to work within the ethos of the organisation</li> </ul> | <ul style="list-style-type: none"> <li>Be in possession of a driving licence</li> <li>Understanding of monitoring and evaluation techniques</li> <li>Experience of working with young people and adults with varied additional support needs and/or disabilities</li> <li>Knowledge of local area, activities and events</li> <li>Experience of consultation techniques</li> <li>Ability to advocate for person centered approach and promote participation in decision making.</li> </ul> |
| <b>Personal Skills</b>         | <ul style="list-style-type: none"> <li>Adaptable to varied workload</li> <li>Flexible approach to working hours</li> <li>Willingness to work in all weathers and seasons</li> <li>Good physical health</li> <li>Be patient, tolerant and able to work in a team</li> <li>Be organised and efficient as well as flexible in his/her approach</li> <li>Be able to work within the ethos of the employing organisation</li> <li>Be full of fun and sparkle</li> </ul>  |  |