



## Include Me 2 Club SCIO (SC047911)

### JOB DESCRIPTION

<b>Post</b>	Adult Services Facilitator
<b>Type of Contract</b>	12 Months (Fixed Term for 12 months with the opportunity to extend)
<b>Hours</b>	16hrs per week
<b>Location</b>	Various
<b>Reports to</b>	Adult Services Manager
<b>Responsible for</b>	Members, Trainees, Volunteers, and Student Placements
<b>Salary</b>	£10.30 per hour

#### Why work at Include Me 2 Club?

Include Me 2 Club is a fast-paced, growing charity that exists to ensure all children, young people and adults with an additional support need, disability or mental health condition are equipped to thrive and empowered to contribute at every stage of their lives. We work with a range of projects, partners and funders to ensure that our specialist services within the sector is strengthened, supported, and that provision is member-led, evidence-informed and delivers high-quality outcomes. We are looking for creative and energetic people to join our small, enthusiastic team who are at the forefront of actively promoting equality of opportunity for members.

#### General principles for all Include Me 2 Club staff

All Include Me 2 Club staff, volunteers and trainees are expected to work in line with our culture, brand, ethos, values and management principles, in particular by:

- Building and maintaining meaningful, supportive, mutually empowering relationships with and between colleagues, partners, members who are adults, young people and children.
- Creating and supporting a friendly and trusting working environment, working flexibly and supporting each other in times of high workload or when life gets difficult.
- Accepting personal responsibility for our work and being accountable for delivering results against those responsibilities.
- Recognising that we all have a role to play in all aspects of Include Me 2 Clubs success, in particular in supporting fundraising, storytelling, and involving adults, young people and children in shaping the future of Include Me 2 Club.

#### Purpose of the post

To plan, organize, deliver and lead a regular programme of leisure activities for Social Club Members who are aged 18yrs+ young people and adults with an additional support need, disability or mental health condition. This may include inclusive groups, activity days, holiday activity programmes, themed weekends and partnership programmes.

#### 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, Social Groups, Buddy Up Project, Connect Clubs and other adult service activities. 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)
- Plan activities and opportunities for member engagement
- Manage a team of sessional staff to ensure that clubs run smoothly as planned
- Direct, Lead and engage with members, their support staff/workers, volunteers, trainees, student placements to provide guidance and direction on activities and procedures for each activity or event.
- 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

**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

**Adult Services - Activities Facilitator - Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Hold a Social Care or Community Development 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</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 Pro-Active and Approachable</li><li>• Have a can-do attitude, full of fun and sparkle</li><li>• Be willing to learn, research and adapt</li></ul>	<ul style="list-style-type: none"><li>• Apply your skills, knowledge and experience to a variety of situations</li></ul>
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