



Include Me 2 Club SCIO (SC047911)

JOB DESCRIPTION

Post	Adult Services Team Leader (Groups & Clubs)
Type of Contract	12 Months (Fixed Term for 12 months with the opportunity to extend)
Hours	Part-Time (16-25hrs per week)
Location	Various - Across our Facilities and Locations
Reports to	Adult Services Manager
Responsible for	Volunteers & Trainees
Salary	£12.00p/h (16hrs = £9,984 – 25hrs = £15,600)
Pension	Employer's contribution to NEST scheme, available after 3 months in post.
Annual Leave	20 days, alongside Bank Holiday Allowance across our Winter Shutdown

WHY WORK AT INCLUDE ME 2 CLUB?

Include Me 2 Club is a fast-paced, growing charity that ensures all children, young people and adults with additional support needs, disabilities or mental health conditions are equipped to thrive and empowered to contribute at every stage of their lives.

We work with various projects, partners and funders to ensure that our specialist services within the sector are strengthened and 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.

Please find out more about our work at our website: www.includeme2club.org.uk

Watch our Case Studies and reports: <https://www.youtube.com/channel/UCROdVlxoNeHStRYOb4I6qQA>

GENERAL PRINCIPLES FOR INCLUDE ME 2 CLUB

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 complicated.
- 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 Club's success, particularly in supporting fundraising, storytelling, and involving adults, young people and children in shaping the future of Include Me 2 Club.

PURPOSE OF THE JOB

We're looking to recruit a passionate and motivated person to come and join the team to startup, grow and develop our range of adult social clubs, interest groups and services. You will recruit, support and develop our existing programme, team of volunteers and recruit new people along the way. Venturing into new areas and developing our reach to other people. You will work with our team and members to review, consult and develop our range of services, groups and clubs. Maximising the impact and quality of services. This role is supported through the Big Lottery Fund in Scotland for Two Years part-time at 25hrs with the potential to go full-time through securing other funds or working across other areas of the organisation.

This role would suit someone with similar experience of voluntary, charity or community development. We expect this role will be mainly worked in evenings out in the communities we serve, with some daytime hours and occasional weekend days. With some daytime office based time for planning, meetings, networking and sharing with colleagues. You will be a self starter, entrepreneurial, highly organised, a strong communicator and have a clear understanding and value for working with others, especially volunteers building strong relationships and connections. A background in community work, volunteering or social care would be greatly beneficial to the role. We know more people want to access IM2C and a wider range of services, especially within their own communities and maximising the services within our own community hu

Main Function:

This is a new and unique role at Include Me 2 Club, where the successful candidate will have the role of starting new and growing existing group, clubs, projects and social clubs for adults aged 16yrs+ with additional support needs, disabilities both physical and learning, mental health issues and people suffering exclusion or isolation, in new areas across the Greater Glasgow, East Renfrewshire and Renfrewshire.

Our focus is to bring inclusion to the heart of the community, encouraging, supporting and motivating new members to participate in fun, exciting, rewarding activities and enjoy their local communities making new friendships and connections. We aim to provide an inclusive service so that members will have fun, stay safe, be inspired, make friends, learn, contribute to and provide them with life skills socially and individually. A key part of the role will be to establish, grow and assist a volunteer team to organise, deliver and facilitate stimulating and innovative activities and programmes.

Duties:

Start-Up Phase	Grow Phase
<ul style="list-style-type: none">• Undertake a community mapping survey of services and activities in new areas• Build strong local relationships with local authority representatives, local councillors, community leaders and networks• Locate, source and secure new venues• Liaise and meet with local services, social workers, care services/agencies and organisations• Engage new members via multi-agency and approach routes• Develop a programme in consultation with new members• Promote our services, activities and programmes via range of sources and events• Recruit, support and develop volunteers to lead activities and programmes	<ul style="list-style-type: none">• Deliver a range of activities and programme that is engaging, inspiring and empowering to our members• Maintain string relationships and connections with local authority representatives, local councillors, community leaders and networks• Continue to support the development of the groups, it members needs and volunteer team requirements• Continue to ensure our activities and services are in line with our ethos and values• Monitor, review and consult with our members, their families/carers/supporters to record impact and outcomes

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 project's 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 members and your own Health and Safety, on indoor/outdoor activities and events
- 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 member services as required

OTHER

1. Carry out any duties as may be reasonably requested by the HOO/Chairperson.

ADDITIONAL TRAINING PROVIDED

As well as general on-the-job training, the successful applicant will also be required to train for the following key roles and areas of responsibility:

- First Aid Officer
- Fire Warden

The successful applicant will be subject to a Disclosure Scotland – P.V.G. Scheme Membership.