

Club Leader

Job Title:	Club Leader
Responsible to:	Charity Administrator
Responsible for:	Club volunteers
Hours:	8 hours per week (including term time Monday and Wednesday evenings)
Pay:	£4,906.67-£5,760 per annum (£23,000-27,000 pro rata)
Annual Leave:	20 days plus bank holidays (pro rata), to be taken during school holidays
Location:	Home working with 6 hours per week in-person attendance at evening club sessions at various locations in and around Bath
Closing date:	9th February 2024

About us

BGOA provides a wide range of fun, life enriching social and leisure activities for adults with learning disabilities and additional needs in Bath. These activities that make a real difference to our members' lives, increasing their confidence, social skills and independence. You will be working in a small charity with support from the trustee committee.

The Role

The Club Leader will organise and lead twice weekly club sessions for our members who have a range of learning disabilities. You will also work closely with, manage and recruit volunteers, who are instrumental to the success of the Charity. You will need to build lasting relationships across the community of Bath to ensure the club sessions are fun, rewarding and offer value for money.

We are looking for someone who has a passion for the members we serve. You will need to be organised and efficient with experience of working with vulnerable people and management of volunteers.

You will be pro-active, with good interpersonal skills in order to engage and develop strong working relationships with trustees, staff and volunteers. You will be confident engaging with members of the local community and representatives of other local organisations and venues that help us to provide the weekly activities.

You will be responsible for

- Lead members twice weekly club sessions and annual events
- Plan and organise a programme of suitable activities (weekly as well as adhoc), in line with the aims and objectives of BGOA, including local community-based activities within the programme and promoting positive inclusion wherever possible.
- Oversee the team of volunteers, guiding and supporting them to help with session delivery and to engage members in session activities.
- With the support of club volunteers co-ordinate the setting up and clearing away of equipment/materials for club sessions and the activities involved.
- Post updates to the charity social channels/website
- Establish and maintain effective communication with parents, carers, volunteers, members, and other community groups.
- Ensure the health, safety, and welfare of all in attendance at club sessions; ensuring the creation of a clean, safe and hazard free environment.

- Ensure that any emergency personal care needs are managed appropriately, if necessary, and to notify the parent or responsible carer in such instances.
- Work within Bath Gateway Out & About's standards, policies and procedures and codes of conduct, in particular policies and procedures which relate to safeguarding vulnerable adults, health and safety practice and equal opportunities.
- Undertake necessary training to keep up to date with current issues and good practice relating to working with people with a learning disability, in particular training associated with safeguarding and health and safety.
- Any further duties as required by the Committee in supporting the development of the Charity.

You will have/be

- Experience of working or volunteering with people with learning disabilities or a passion to learn and understand more
- Excellent interpersonal and communication skills
- Organisational skills
- Ability to work to a budget
- Experience of working with or managing volunteers
- Knowledge and understanding of Health & Safety, Risk Assessments and Safeguarding or a willingness to undergo training
- Ability and willingness to travel in and around the Bath area

Applications

To apply please send an up-to-date CV (ideally no more than two pages) and cover letter setting out how you meet the person specification to Becky Morgan (email: becky@bgoa.org.uk).