

Part Time Club Leader

Job Title:	Club Leader
Responsible to:	Development Officer
Hours:	4 hours per week (including Wednesdays from 6.30 pm to 9.30 pm)
Pay:	£10 per hour minimum, up to £12 per hour (depending on experience)
Annual Leave:	20 days plus bank holidays (pro rata), to be taken during school holidays

Role purpose

The Club Leader will work with the Club's Development Officer, volunteers and committee to provide a wide range of age appropriate and fun social and leisure activities for adults with learning disabilities and additional needs. The role will lead one of Bath Gateway Out & About's Wednesday night clubs, planning, implementing and budgeting for a weekly club that provides activities that make a real difference to our members' lives.

As part of leading a weekly club session, the role will also support the club's volunteers that are essential for the smooth running of club sessions and the club's awareness and place in the community.

Who are we looking for?

Bath Gateway Out & About is seeking a committed Club Leader, who is passionate about providing fun opportunities for adults with learning disabilities to increase their confidence, social skills and independence.

The successful candidate will be pro-active, patient and a good multi-tasker. They will also have good interpersonal skills to engage and develop strong working relationships with club members, support staff and volunteers.

Key responsibilities

- Produce and implement a programme of suitable activities on a 6-weekly basis, in line with the aims and objectives of Bath Gateway Out & About.
- Include local community-based activities within the programme and promote 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.
- Establish and maintain effective communication with parents, carers, statutory and voluntary agencies and other community groups.
- Ensure that any emergency personal care needs are managed appropriately, if necessary, and to notify the parent or responsible carer in such instances.
- Responsible for the maintenance of equipment belonging to the club and the equipment and facilities of organisations/sites used by the club.
- Be responsible for the health, safety and welfare of all in attendance at club sessions; creating a clean, safe and hazard free environment and ensuring everyone departs club sessions safely.

General duties

- Responsible for working within an agreed budget and providing proper accounts and receipts for monies spent.

- Maintain appropriate records and administrative procedures and produce reports as required.
- Liaise with the Development Officer on club plans and wider support for people attending the club and take part in meetings to plan or review services, as necessary.
- 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 management committee or Development Officer in supporting the development of the club.

Person Specification

Attributes	Essential requirements	Desirable requirements
Experience/knowledge	2 years' experience of working with people with disabilities	Excellent interpersonal skills and experience with support staff and volunteers
	Experience of Health & Safety, Risk Assessments and Safeguarding	
	Experience of working with individuals with a variety of challenging and differing needs	
Skills/abilities	Good communication skills	Valid first aid qualification
	Excellent organisational and time management skills plus ability to multi-task	Experience of planning, implementing and managing a programme of social and leisure activities
	Professional approach and a calm, 'can do' attitude	Experience of working to an agreed budget
	Ability and willingness to travel in and around the Bath area as required	

Additional requirements

For the protection of the health and wellbeing of our members, the post holder will be:

- Fully vaccinated against COVID-19 and will be expected to stay up to date with any available booster jabs as and when recommended by the UK government.
- Subject to a DBS check