

Keynsham and District Mencap Society

Job Description

Job Title	Go Explore Club Leader
Job Holder	
Line Manager	Operation's and Volunteer Manager
Post Description/Scope of the Post	
Planning, implementing and budgeting for a weekly social club for young adults aged 18 - 25 with Learning Disabilities and additional needs	
Line Management & Supervisory Responsibility	
To support Volunteers	
Accountability	
The post holder is accountable to the Operation's and Volunteer Manager and Keynsham & District Mencap Society Executive Committee.	
Duties	
<ul style="list-style-type: none"> • To work within Keynsham & District Mencap's standards, policies and procedures and code of conduct, in particular policies and procedures which relate to safeguarding vulnerable adults, health and safety practice and equal opportunities. • To develop the project in line with Keynsham & District Mencap Society aims and objectives, providing a programme of social and recreational activities for its members in a stimulating, safe, positive and enabling atmosphere, encouraging the membership to exercise individual choice. • To produce a programme of suitable activities on a 6 week basis. To book and arrange any facilities, transport, equipment, facilitators as needed. • To include community based activities within the programme and to promote positive inclusion wherever possible. • To oversee the team of volunteers and co-ordinate the setting up and clearing away of equipment/materials during activities. • To be responsible for the health, safety and welfare of the members, staff and volunteers. • To oversee that any emergency personal care needs are managed appropriately, if necessary, and to notify the parent or responsible carer in such instances. • To liaise with the Operation's Manager to support people attending the club. • To be familiar with and act in accordance with the procedures for fire drill and health and safety regulations at the premises where the club is delivered. • To oversee that subs from club members are recorded and safely stored. • To ensure club members leave the club safely. • To oversee the proper completion of any relevant paperwork connected with the club. • To maintain appropriate records and administrative procedures and produce reports as required. To complete risk assessments and complete accident and incident forms when necessary. • To be responsible for the maintenance of equipment and the equipment and facilities of other agencies as used by the club. • To be responsible for working within an agreed budget and providing proper accounts and receipts for monies spent. • To maintain appropriate records and administrative procedures and produce reports as required. To complete risk assessments and complete accident and incident forms when necessary. • To take part in any project meetings to plan or review services, as necessary. • To establish and maintain effective communication with parents, carers, statutory and voluntary agencies and other community groups. • To be willing to 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 line management in supporting the development of the club.

Qualifications, Training and Experience

Essential:

- 2 years' experience of working with people with disabilities
- Experience of Health & Safety, Risk Assessments and Safeguarding
- Experience of working with a variety of challenging and differing needs including challenging behaviour, autism and learning disability
- Good communication skills

Desirable:

- Experience of working with and supporting staff and volunteers
- Valid First Aid Qualification
- Experience of planning, implementing and managing a programme of social and leisure activities
- Experience of working to an agreed budget
- Be able to drive and have your own transport

Training and Development

Keynsham & District Mencap Society is committed to maintaining and supporting the skills of all staff and volunteers. The post holder must ensure that they discuss their training and development needs with their Line Manger and ensure completion of all mandatory training.

Confidentiality and Data Protection

The post holder is responsible for ensuring the confidentiality of all society information and documents. Personal information relating to members and volunteers must be held in accordance with the Data Protection Act 1998 and GDPR Regulations and not released to any third party without the written permission of the individual. All staff are subject to a DBS check.

Diversity and Equality

The post holder will support Keynsham & District Mencap Society Diversity and Equality Policy, ensuring that the contributions of all members and volunteers will be acknowledged and valued regardless of disability, race, gender, sex or religious beliefs.

Health and Safety

The post holder is responsible for ensuring their own health and safety and that of colleagues, members and volunteers by creating a clean, safe and hazard free working and social environment. Any incidents of a health and safety nature must be recorded in the accident book and reported to the Operation's Manager.

Job Description and Objectives

The post holder is responsible for ensuring that he or she is familiar with and understands the job description and objectives for this post.