



Smiles Sibs Club Co-ordinator – Bracknell Club

Job Description & Person Specification

Reporting to:	The Chief Executive Officer
Purpose of job:	To supervise and lead in providing a term time Smiles Club for Siblings for young people aged 8 to 13, who have a sibling with a learning disability and/or autism and to provide appropriate activities for the age range. To organise and deliver outings and special events.
Hours:	Average 3-5 hours per week to include 1 evening per week (Club hours: Thursdays, 4.30pm – 6.15pm plus setting up and clearing away during term-time) plus training, administration, meetings, outings and special activities as required.
Location:	Braybrooke Community Centre, Makepiece Road, Bracknell, RG42 2HG and on occasion at Woodley Airfield Youth & Community Centre, Wokingham and our office in Waterford House.
Salary:	£11.00 per hour to £12.00 per hour (depending on experience)

Duties to include:

- To ensure adequate supervision of indoor and outdoor activities, complying with Health and Safety requirements, Data Protection requirements and undertaking risk assessments as required, conducting fire safety procedures, monitoring the condition of play equipment, providing first aid when necessary.
- To supervise staff and volunteers and assist in job appraisals.
- To support all aspects of Promise Inclusion's policies on Equal Opportunities and Safeguarding Children.
- To monitor and evaluate the benefit of the club for children and families
- To be willing to participate in any necessary specialist training.
- To be aware and support the needs of individual children.
- To maintain communication with parents and carers.
- To liaise with the other Smiles for Sibs Co-ordinator and cover where necessary.
- To liaise with the CEO and provide reports and monitoring data to them and the Board of Trustees as required
- To attend staff meetings and other meetings as required.
- To undertake such additional duties as may be necessary for the efficient operation of the clubs.

Skills/Experience/Knowledge Required:

- Self-motivated, able to work on own initiative
- Good communicator
- Understanding of the needs of young people with a learning disability or autism, their siblings and their families.
- Knowledge of issues relating to disabled children and their siblings
- Ability to offer support to the young people by listening and responding appropriately
- Experience of working with children or young people in a group setting

Delivering on the promise that all people matter



- Qualification in Play work, a First Aid Qualification, and a knowledge of Special Needs are desirable, but training can be provided
- Ability to create a varied and fun programme of activities
- Ability to follow session plans
- Knowledge of IT desirable

Additional Desirable Requirements:

- Knowledge of photo and video editing desirable
- Driving licence
- Use of own vehicle

The successful applicant will be subject to references and an Enhanced DBS (Disclosure and Barring Service) and Right to Work Check.

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