



Waterford House, Erftstadt Court, Denmark St. Wokingham RG40 2YF  
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 0300 777 8539  
 Chief Executive: Mary Durman

September 25

## Youth Club Co-ordinator

### Job Description & Person Specification

**Reporting to:** The Chief Executive  
**Purpose of job:** To supervise and lead in providing a term time youth club for young people aged 13 (Year 9) to 19 with learning disabilities and/or autism, which will provide appropriate activities for the age range  
**Hours:** 18:45 – 21:15 Wednesdays plus admin (average of 3 to 5 hours per week in total)  
**Location:** Addington School, Woodley  
**Salary:** £12.00 per hour to £13.00 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, undertaking risk assessments as required, conducting fire safety procedures, monitoring the condition of play equipment and providing first aid when necessary.
- To supervise staff and volunteers and assist in job appraisals
- To support all aspects of Promise Inclusion's policies including those 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 CEO and provide reports and monitoring data to them and the 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 club

#### Skills/Experience Required:

- Self-motivated, able to work on own initiative
- Good communicator
- Understanding of (and commitment to meeting) the needs of young people with learning disability, or on the autistic spectrum, and their families
- Knowledge of issues relating to learning disabled young people and young people on the autistic spectrum
- 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
- Qualification in Play work, a First Aid Qualification, and a knowledge of Special Needs are desirable
- Ability to create a varied and fun programme of activities

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

**Delivering on the promise that all people matter**

Promise Inclusion

Registered Office Address: Waterford House, Erftstadt Court, Denmark St. Wokingham, RG40 2YF  
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