

Menphys Limited Job Description



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| Job Title: | Club Support Worker |
| Responsible to: | Inclusion Manager |
| Hours: | 9:45 – 1:15 on Saturdays term time only |
| Location: | Barley Croft Community Centre |
| Salary | £7.83 per hour |
| Hours per week | 3.5 hours per week |

INTRODUCTION

Menphys is a local Leicestershire and Leicester Charity that provides a range of services to children, young people and young adults with disabilities, complex health needs and special educational needs. Menphys has two Saturday Clubs; the Spark Club for ages 8-16 years and the Fusion Club for ages 16-25 years.

PURPOSE

The purpose of the club is to provide a quality social space for young people and adults with a range of disabilities with the opportunity to take part in a range of quality meaningful activities and experiences that stimulate and develop the member's skills in a friendly, supportive and needs-led environment. Opportunities should be created that promote social interaction, communication and choice whilst promoting confidence, self-belief and developing independence skills.

DUTIES AND RESPONSIBILITIES:

1. To be part of the team that directly supports Club Members with the programme of activities and any other tasks as required from an assessed need.
2. To assist with the setting up and clearing away of activities delivered.
3. To support Club Members with their packed lunch.
4. To support Club Members with the maintaining and development of independence skills with the aim of increasing self-esteem and self-belief.
5. To work flexibly when the needs arises including attending training as required for the role.
6. To be familiar with key Menphys policies and procedures and ensure that they are followed.
7. To be committed to the safeguarding of children and vulnerable adults.
8. To be flexible to work within other Menphys Clubs if required.

Overarching principles of work

To provide an anti-discriminatory service, that respects people’s ethnic, religious, cultural and linguistic backgrounds and to ensure the policies and procedures of Menphys Limited are implemented and followed.

Amendments to this job description

As the organisation develops over time and the external environment changes, the precise responsibilities of the Club Staff Member are likely to evolve. As a result, this job description may require updating, a process which will be undertaken through consultation between the Board of Trustees and the Executive Director.

Signed Club Support Worker Applicant

Print Name Date

Signed Inclusion Manager

Print Name Date