



JOB TITLE:	Club Co-ordinator – Saturday Club
RESPONSIBLE TO:	Operations Manager
Hours per week:	6 hours – Saturdays 9:30am – 3:30pm
Contract:	Sessional (paid for the sessions worked)
Salary:	£14.78 per hour

Job Description

Worthing Mencap is an active local charity that has been serving people with learning disabilities and autism for over 65 years. Worthing Mencap deliver a range of services for people including work-based training, information and advice, practical and social support. We are expanding our team of Club Co-ordinators, with the role holder taking on the responsibility of running our new Saturday club for adults with a learning disability or autism. We are recruiting two Saturday Club Co-ordinators to work together in running a fun and sociable day for our beneficiaries at the weekend.

The role holder(s) will be responsible for being the support and safeguarding lead at the session, collecting participant's subs, keeping a register of participants, welcoming new participants, whilst ensuring everyone's enjoyment and safety at the club. The role holder will act as an ambassador for Worthing Mencap in the community, promoting Worthing Mencap's mission, vision and values.

The club will take place from 10am – 3pm on a Saturday, using Buddys as a base but venturing out into the community to take part in various pre-scheduled activities for example: cinema, mini golf, museum visits, attending community events.

The role holder will contribute to planning the schedule of activities in advance so that group members and families can plan their attendance.

The focus of this club is to provide adults with a learning disability or autism the opportunity to see friends and engage in the community at the weekends with shared group support. The group will vary in size depending on the planned activities. The group will use public transport to access the community. Participants will bring their own 1-1 support if required.

Our Vision

To enable people with disabilities, primarily those with a learning disability to lead full and independent lives.

Our Mission Statement

To champion the rights and provide support to people with disabilities, primarily those with a learning disability and their families, carers and supporters. We will achieve this through a range of opportunities and services in the Worthing and surrounding area to enable them to lead independent lives engaging fully in the local community.

Our Values

INFORMED by our members

RESPECT all people

CHALLENGE wrong ways of thinking about disability

TRANSFORM lives

CONFIDENT and develop new ideas whilst growing peoples strength

INCLUSIVE encompassing all abilities

Experience	Essential	Desirable
Experience of supporting people with lifelong disabilities in the community	X	
Experience of leading people in a group setting		X
Experience organising and planning activities for groups of people		X
Experience working with and motivating volunteers		X
Skills	Essential	Desirable
Knowledge of safeguarding	X	
Excellent communication skills	X	
Excellent interpersonal skills	X	
Ability to recognise and respond to people's individual needs	X	
Ability to use initiative in a live environment	X	
Ability to be innovative and use initiative to meet a group need	X	
Ability to be responsive and adapt to unpredictable circumstances in a work setting	X	
Personal attributes	Essential	Desirable
Sociable	X	
Approachable	X	
Adaptable	X	
Patient	X	
Creative	X	
Resilient	X	

Enthusiastic	X	
Innovative	X	
Shows initiative	X	

- **Worthing Mencap is committed to safeguarding and promoting the welfare of all vulnerable people using our services. We expect all staff, volunteers and visitors to share this commitment.**
- **There is an expectation that all staff will actively participate in some fundraising and promotional events outside of paid working hours to support the charity's mission.**
- **This post is subject to enhanced Disclosure and Barring Service check (DBS), satisfactory references, proof of qualifications (if applicable) and a 6-month probation period.**
- **Appropriate training will be given to the successful applicant (if applicable). Proof of right to work in the UK required.**
- **Worthing Mencap is a level 2 Disability Confident Employer and is proud of our diverse staff and volunteer team.**

How to apply:

Please contact our office to arrange for application forms to be sent via email. 01903 202030
Buddys@worthingmencap.org

Closing date: This is an ongoing recruitment process until the right candidates are found.

Interview dates: organised per application subject to shortlisting.