

Job Description: CLUB ASSISTANT

SLCo is extending its services for young people and families across our localities area. Weekly activities are a range of clubs promoting access to fun, friendship, social opportunities and improved wellbeing, designed to support young people aged 6 - 21 who are often excluded from mainstream opportunities due to speech, language and communication barriers. Clubs and activities run several nights a week and at weekends.

****Subject to PVG registration***

You will be a confident, self-starter who will support the club leader to plan a range of activities and support and empower young people; working alongside volunteers.

- To assist in running a programme of activities.
- To work within physical spaces and online digital platforms
- Help to plan a timetable of activities and events
- Undergo specialist training where appropriate.
- Supervise young people and manage break out activities.
- To work with other colleagues across the organisation to ensure consistent high standards.
- To provide effective support for young people with a range of needs supporting a range of stimulating activities
- To lead activities designed to encourage the personal and social development of the young people involved and to develop relevant skills and awareness.

- To participate and lead activities which support fun, promote peer support, personal skills and confidence building.
- Comply with all systems and procedures.
- Ensure compliance with Child & Adult Protection policies and follow relevant health & safety procedures.

Essential Skills:

- Experience or interest in working with children and young people with SLCN and ASN and their parents and carers.
- Proficient and confident in use of digital technology
- Fun, friendly, approachable, promote the rights of children.
- Good communication skills.
- Experience of user-led, person-centred approaches.

Desirable:

- Knowledge of speech and language impairments
- Working knowledge of ASN/SLCN and UNCRC
- Experience of involvement of working in or running activities / groups
- Working knowledge of peer support principles
- Grasp of equal opportunities and disabilities agenda

PERSON SPECIFICATION

	Essential	Desirable
Education Qualifications and Achievements	<p>Any relevant education/CYP support</p> <p>Demonstrable learning/education setting experience</p>	<p>Experience of specific interventions</p> <p>Delivering skills-building sessions for CYP</p> <p>Use of health behaviour change tools eg TOC, MI</p> <p>Food Hygiene Certificate</p>
Knowledge and Experience	<p>Proven experience of working with CYP/families</p> <p>Understanding of SLCN/ASN</p> <p>Behaviour/conflict management</p> <p>Understanding of the Third Sector and its role</p>	<p>Health & Safety procedures</p> <p>Experience of special needs</p> <p>Experience of children's clubs/sessions</p> <p>Experience of planning and organising age appropriate activities</p> <p>Working in partnership with parents; listening and responding to queries using a solution focused approach</p>
Skills and Abilities	<p>High level of numeracy & literacy</p> <p>Organisational skills</p> <p>Ability to manage groups of CYP and sensitively manage challenging behaviour</p> <p>ICT literate</p>	<p>Building social skills</p> <p>Working with Creative Skills building - art/craft/drama</p> <p>The ability to organise fun activities around story telling</p> <p>Creative thinking and adapt to the needs and aspirations of CYP</p> <p>Supporting SLC and literacy</p>
Attributes/Qualities	<p>Develop positive relationships with CYP/families/affinity with CYP.</p> <p>Work individually and as a member of a team.</p>	<p>Able to use own initiative.</p> <p>Appreciation of Third Sector value and person-centred, strengths-based approaches.</p>

	<p>Solution focused and a flexible approach to work.</p> <p>Punctuality and good time management.</p> <p>Professional appearance and manner.</p>	<p>Open to new ideas and willing to try different working practices.</p> <p>Willingness to undertake training</p>
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SLCo is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment and building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be. SLCO is a Mindful Employer®

