



**Wokingham, Bracknell & Districts Mencap**  
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## **Smiles Sibs Club Co-ordinator**

### **Job Description & Person Specification**

- Reporting to:** Joint Chief Executives
- Purpose of job:** To supervise and lead in providing a term time Smiles Club for Siblings for young people aged 8 to 13, which will 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 during term-time plus training, administration, meetings, outings and special activities as required. Club times are Monday 4.15pm – 6.00pm, plus setting up and clearing away.
- Location:** Woodley Airfield Youth & Community Centre, Wokingham Borough and on occasion Braybrooke Community Centre, Makepiece Road, Bracknell Forest Borough and the Binfield office.
- Salary:** £10.50 per hour

#### **Duties to include:**

- To ensure adequate supervision of indoor and outdoor activities including the laptops, 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 Wokingham, Bracknell & Districts Mencap'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 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 learning disability, or on the autistic spectrum, 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
- Knowledge of photo and video editing desirable

- Knowledge of IT desirable
- 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, but training can be provided
- Ability to create a varied and fun programme of activities
- Ability to follow session plans

**Additional Desirable Requirements:**

- Driving licence
- Use of own vehicle

*Please note that all applicants will be subject to references and an Enhanced DBS Check.*