



Charity Number: 1151472

Job Description: Senior Enable Leader

Hours: As required –
Hrs currently available;

We work in three locations around Shropshire. Whilst you will be allocated an area, it maybe that you are asked to travel to other areas to provide cover for other Seniors;

Family Friendship Groups; 3 hour sessions on Saturdays
Out and About; one to three session / week of every school holiday. 3 -7 hrs
Unleashed; 12 sessions, 8 hr / session
Social Sibs; 3 hr sessions once per month, weekday evenings.

Pay Scale: £9.50 / hr rising to £11.50 / hour when induction and training is complete

Place of Work: Various community buildings

Accountable to: Team Lead

Responsible for: Team and all activity participants

Purpose of role:

To provide a safe, welcoming, positive sessions and to the encourage participation of all members at all Empathy activities.

Strong team needs a strong lead. Our Seniors lead by example of their own high standard delivery of all activities; including sport, plat and creative activities if all types. They ensure the team is organized and has the right support, encouragement and information to deliver the planned activities to that that same standard.

The support and positive modeling of behavior is a key role for all Enablers, to ensure the success of all users. The senior role ensures that the team deliver this, to enable everyone to be successful at each session.

At each session your team must;

- 1. Deliver all activities to the highest standard*
- 2. Work Co- operatively and cohesively*
- 3. Be open and welcoming to new families to the activities.*
4. Encourage participation and interaction for all users
- 5. Support those participants with additional needs to recognise when they need 'time-out'.*
- 6. Encourage social interactions and communication between users*

7. *Monitor interactions of all to ensure a positive experience for all*
8. *Mediate and resolve difficult situations as they arise in a calm manner*
9. *Provide a safe environment*

Responsibilities

1. To ensure sessions are set up, all equipment checked and the risk assessment check list is completed and filed before every session.
2. Ensure play leader team is briefed on session plan, the additional needs of the children attending and adaptations that need to be made to activities to ensure inclusion, before each the session begins
3. Welcome new families to the activities, ensuring they have been introduced to staff and are supported.
4. For Family Friendship Groups and Sibs; deliver a range of sport, play and creative activities to a mix age and ability group.
5. For Out and About and Unleashed; ensure all families are supported and understand the activity. That all are safe and enjoy the experience.
6. To encourage participation and interaction for all users
7. To ensure participants have a clear understanding of the activities they are taking part in and support to them ensure a positive and productive experience.
8. To support those participants with additional needs to recognise when they need 'time-out'.
9. To encourage social communication
10. To monitor interactions of all to ensure a positive experience for all
11. To mediate and resolve difficult situations as they arise in a calm manner
12. To provide a safe environment
13. To be a positive role model
14. To respect and implement organizational policies on diversity & equality, health and safety, child protection and such.
15. To provide feedback and reports to the Team Lead / CEO and Board as appropriate
16. To ensure the team are all aware of the staff handbook and all adhere to the policies and procedures therein.
17. To ensure the storage of equipment is tidy, easily accessible and within the guidelines laid down by the venue.
18. To ensure any concerns, incidents and accidents are both recorded and communicated to the team lead.
19. To ensure any venue or transport is cleared and left as found at the end of every session.
20. To support the aims of Empathy for special children

Person Specification

Experience and Qualifications

Essential

Experience of delivering high quality activity sessions for young people, aged 0 to 18 years in addition to

- An ability to demonstrate experience or understanding of working with young people with additional needs
- Proven ability to convey information and skills to people.
- Sporting, Play and Working with Children qualification or experience.
- Experience of leading a team.
- Trained in Health and Safety and Manual Handling
- Trained in safeguarding and child protection
- Trained in First Aid especially paediatric

Desirable

- Personal, work experience or interest in working with young people with autism and associated additional needs and their families
- Knowledge of autism

Personality/Abilities required

- Non-judgmental and empathic
- Outgoing; warm; able to communicate with a wide range of people
- Confident and positive
- Able to work on own initiative.
- Able to work as part of a team
- Able to work flexibly over a range of hours/days
- The ability to think on your feet
- The ability to be flexible
- A sense of humour !