



## JOB DESCRIPTION

<b>Job Title:</b>	<b>Project Support Worker (Saturday Club &amp; Holiday Club)</b>
<b>Responsible to:</b>	<b>Lead Project Support Workers and Short Break Co-ordinator</b>
<b>Responsible For:</b>	<b>Support &amp; Supervision of Service User &amp; Activities</b>
<b>Hours of work:</b>	<b>0 hours contract</b> <ul style="list-style-type: none"><li>• <b>School Holidays 10am – 4pm for Holiday Club</b></li><li>• <b>Alternate Saturday's (term time only) for Saturday Club 9.30am-4.30pm</b></li></ul> <b>Rate of Pay:</b> <ul style="list-style-type: none"><li>• <b>Holiday Club is Minimum wage</b></li><li>• <b>Saturday Club is £7.50 per hour</b></li></ul>

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### PURPOSE OF ROLE:

FUN is a dynamic and amazing Charity that provides support to disabled young people and their families in Bedfordshire. The role of Project Support Workers are vital in the smooth running of the clubs where team members will help provide valuable interaction and play opportunities to children and young people and their families.

### DUTIES & RESPONSIBILITIES

#### Interaction, play & communication

- To offer diverse, safe and stimulating activities to young people of all ages and abilities whilst at FUN Clubs
- There will be pre-programmed activities and trips in which staff will be expected to encourage participation (such as sports, arts and crafts, music sessions, story-telling). During Holiday Club Project Support workers are required to supervise activities. All workers are required to use their initiative and supervise activities and people accordingly health and safely.
- Project Support Workers are required to show enthusiasm, patience, creativity, good communication skills (with colleagues, families and children), resourcefulness, diplomacy and command, honesty, and a commitment to children's play and development.
- To have a pleasant manner, maintain professional relationships with other staff members and communicate effectively with parents/carers/colleagues as the need arises.
- All workers must ensure they understand the varied needs of the children from different cultural and family backgrounds and with different disabilities.
- All staff must maintain client confidentiality at all times –including when out of work and on social media

#### Generic duties and responsibilities

- To work as part of the team to ensure a safe and secure but friendly, creative and stimulating environment for children and all staff and volunteers at the session.
- To ensure that toys, equipment and venue is maintained in a clean and tidy manner both during the day and at the close of session. This may include setting up and packing away.
- All workers are required to assist in maintaining clear, accurate records of children attending, accidents, medication, personal care, risk assessments and other information as required.

- All Project support workers are required to undertake other tasks as and when required when asked by supervising staff.
- All Project Support Workers will be expected to work autonomously for a large part of the time and to work unsupervised, prioritising workload and dealing with unexpected situations in a professional manner.

### **Care - Saturday Club only**

- To provide **one to one** care to disabled children in a safe and enjoyable environment at the FUN Saturday Club.
- To participate in the organisation of play activities on a one to one basis with the designated young person during the course of the day. This includes participating with all the activities the young people want to engage in such as being in the swimming pool with the young person etc.
- Assist the young person during meal times along with moving and handling.
- Support workers will be required to familiarise themselves with the young person's needs before opening of the Club (through the profile form) and must take into consideration such needs whilst supervising the person on a one-to-one basis during the course of the day.
- Work closely with families of children with Special Needs and in a way consistent with our role as a membership organisation. Update parents verbally and/or written at the end of the day.

### **Policies & Procedures**

- All workers are required to know and comply with Fun's policies and procedures.
- To ensure that the venue's property and rules are adhered to whilst the Club is in operation (Work will be based from Lealands High School, Sundon Park Road, Luton, LU3 3AL) with occasional trips and activities at other location and sites)
- Promote and foster the reputation and standing of FUN at all times and support the rest of the team in doing the same.
- Fulfil the duties and responsibilities of an employee as regards Health and Safety at Work, including own safety and self management.

### **Training & Development**

- All staff must attend the following training sessions:-
  - 1) Safeguarding
  - 2) DAT (Disability awareness Training)
- Undertake additional training as required and take a positive approach to personal development (training will include Fire Safety, First Aid, Moving & Handling of People etc)
 

*(please note that training is heavily subsidised, free of charge to employees and therefore we are unable to pay salary for attendance but we will reimburse travel expenses (except taxi).*

### **Team Ethos**

- FUN is a small organisation and depends on a team ethos, shared approach and positive relationships at all levels.
- Work effectively as a team, supporting other team members and being willing to receive support whilst fulfilling your own responsibilities and tasks.
- Ensure good communications and relationships within the team at all times
- Attend team meetings, personal work reviews and task group meetings proactively and as a contributor.
- FUN is a charity and relies heavily on fundraising for its income. Staff are encouraged to support occasional fundraising events and, if possible, engage their own people networks in gaining support for the Charity.
- **PLEASE NOTE EMPLOYMENT IS SUBJECT TO:**
- A SATISFACTORY ENHANCED DISCLOSURE AND BARRING SERVICE (DBS) CHECK
- 2 SATISFACTORY REFERENCE CHECKS, 1 OF WHICH MUST BE FROM YOUR MOST RECENT EMPLOYER OR PLACE OF STUDY