Job Description:

Job Title: Adults Club Co-ordinator & Young Adults Club Co-ordinator
Reports to: Charity Manager
Responsible for: Planning, delivery and evaluation of the Adults Club and Young Adults Club
Hourly Rate: £13–£16 (depending on experience)

Working Hours

- **Club Delivery:** 51 sessions per year (3 hours per session)
- **Office / Administrative Work:** 4 hours per day, 51 weeks per year (flexible to suit the successful candidate)

Role Purpose

- Design, lead and evaluate the Adults Club and Young Adults Club for young people aged 10–25.
- Create safe, engaging and inclusive activities that support social, emotional, communication and independent living skills.
- Develop and maintain Activity Plans, Risk Assessments, Behaviour Support Strategies and individualised Outcome Plans.
- Lead, coach and support sessional Support Workers and volunteers to ensure high-quality delivery.
- Complete all administrative duties accurately, on time and in line with charity policies and procedures.

Key Responsibilities

- Work directly with older children and young adults with a range of special educational needs and disabilities (SEND).
- Facilitate positive peer relationships through structured, purposeful group activities.
- Promote communication, social interaction, independence and confidence-building skills.
- Plan and deliver activities within set budgets, keeping accurate financial and session records.
- Carry out and review risk assessments, ensuring the safety and wellbeing of all participants; record incidents and follow safeguarding and behaviour policies.
- Manage attendance processes, including sign-in procedures and payment collection.
- Support individuals using agreed behaviour support approaches and personalised strategies.
- Communicate effectively and professionally with parents, carers and external professionals.