Families United Network
Supporting children and young adults with additional needs and disabilities

Job Description:

Job Title: Senior Respite Club Coordinator

Location: F.U.N. Activity Centre, Britannia Estate, Leagrave Road, Luton LU3 1RJ
Salary: £13–£16 per hour (depending on experience)
Hours:

- 30 Saturday sessions per year (7.5 hours per session, 9am–4.30pm)
- 8 administration hours per week for 29 weeks (flexible working available)

Reports to: Charity Manager
Line management: Sessional staff and volunteers

About the Role

We are looking for an experienced, passionate and organised Senior Respite Club Coordinator to lead the delivery of our Saturday Club for young people aged 9–18 with additional needs and disabilities. You will be responsible for creating a safe, engaging and inclusive environment where young people can thrive, while supervising a dedicated team of staff and volunteers.

Key Responsibilities

Service Coordination & Delivery

- Lead, supervise and support sessional staff and volunteers throughout each club session.
- Allocate staff to individual young people as appropriate and run team briefings at the beginning and end of each session.
- Plan, coordinate and book a varied programme of onsite activities within agreed budgets.
- Organise workshops, activity schedules, rotas and external bookings.
- Source and purchase equipment and materials in line with budget requirements.
- Oversee behaviour management strategies, providing guidance to staff on supporting young people with behaviours that challenge.
- Ensure the safe and respectful delivery of personal and intimate care where required.
- Oversee staff supporting young people with medical needs.
- Prepare risk assessments for all planned activities.

Staff Leadership & Development

- Recommend pay rates for sessional staff in line with organisational pay scales.
- Conduct regular staff appraisals and provide constructive feedback.
- Ensure all staff understand and follow Safeguarding policies and procedures.
- Act as the first point of contact for staff regarding safeguarding or general concerns.
- Identify and recommend training and development needs to management.

Administration & Communication

- Act as the primary contact for families and new enquiries about senior respite services.
- Carry out detailed inductions for new young people and their carers, gathering all relevant information.
- Write, update and maintain individual profiles and care plans; ensure these are communicated effectively to support staff.
- Build and maintain positive relationships with parents and carers, communicating by phone, email and in person.
- Provide written session summaries, evaluations and action plans after each club session.
- Produce case studies for funders when required.

Pre-Employment Requirements

Employment is subject to:

- A satisfactory enhanced DBS check
- Two satisfactory references (including one from your most recent employer or place of study)
- Completion of three online training courses prior to starting
- A high standard of written and spoken English