



POST: CLUB ASSISTANT

SLCo is extending its services for young people and families across our localities area. Weekly activities are a range of clubs promoting access to fun, friendship, social opportunities and improved wellbeing, designed to support young people aged 6 - 21 who are often excluded from mainstream opportunities due to speech, language and communication barriers. Clubs and activities run several nights a week and at weekends.

**subject to PVG registration*

JOB TITLE: Club Assistant

LOCATION: various

SALARY: £ 10.42 per hour depending on age and experience; flexible hours, approximately 4 - 8 hrs weekly but variable

START DATE: asap

You will be a confident, self starter who will support the club leader to plan a range of activities and support and empower young people; working alongside volunteers.

- To assist in running a programme of activities.*
- To work within physical spaces and online digital platforms*
- Help to plan a timetable of activities and events*
- Undergo specialist training where appropriate*
- Supervise young people and manage break out activities*
- To work with other colleagues across the organisation to ensure consistent high standards*
- To provide effective support for young people with a range of needs supporting a range of stimulating activities*
- To lead activities designed to encourage the personal and social development of the young people involved and to develop relevant skills and awareness*

- To participate and lead activities which support fun, promote peer support, personal skills and confidence building*
- Comply with all systems and procedures*
- Ensure compliance with Child & Adult Protection policies and follow relevant health & safety procedures*

Essential Skills:

- Experience or interest in working with children and young people with SLCN and ASN and their parents and carers*
 - Proficient and confident in use of digital technology*
 - Fun, friendly, approachable, promote the rights of children*
 - Good communication skills.*
 - Experience of user-led, person centred approaches.*
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Desirable:

- *Knowledge of speech and language impairments*
- *Working knowledge of ASN/SLCN and UNCRC*
- *Experience of involvement of working in or running activities / groups*
- *Working knowledge of peer support principles*
- *Grasp of equal opportunities and disabilities agenda*

PERSON SPECIFICATION

	Essential	Desirable
Education Qualifications and Achievements	<p>Any relevant education/CYP support</p> <p>Demonstrable learning/education setting experience</p>	<p>Experience of specific interventions</p> <p>Delivering skills-building sessions for CYP</p> <p>Use of health behaviour change tools eg TOC, MI</p> <p>Food Hygiene Certificate</p>
Knowledge and Experience	<p>Proven experience of working with CYP/families</p> <p>Understanding of SLCN/ASN</p> <p>Behaviour/conflict management</p> <p>Understanding of the Third Sector and its role</p>	<p>Health & Safety procedures</p> <p>Experience of special needs</p> <p>Experience of children's clubs/sessions</p> <p>Experience of planning and organising age appropriate activities</p> <p>Working in partnership with parents; listening and responding to queries using a solution focused approach</p>
Skills and Abilities	<p>High level of numeracy & literacy</p> <p>Organisational skills</p> <p>Ability to manage groups of CYP and sensitively manage challenging behaviour</p> <p>ICT literate</p>	<p>Building social skills</p> <p>Working with Creative Skills building - art/craft/drama</p> <p>The ability to organise fun activities around story telling</p> <p>Creative thinking and adapt to the needs and aspirations of CYP</p>

		Supporting SLC and literacy
Attributes/ Qualities	<p>Develop positive relationships with CYP/families/affinity with CYP.</p> <p>Work individually and as a member of a team.</p> <p>Solution focused and a flexible approach to work.</p> <p>Punctuality and good time management.</p> <p>Professional appearance and manner.</p>	<p>Able to use own initiative.</p> <p>Appreciation of Third Sector value and person-centred, strengths-based approaches.</p> <p>Open to new ideas and willing to try different working practices.</p> <p>Willingness to undertake training</p>