

## Job Description

Job Details	
<b>Post Title:</b>	<b><u>Activity Worker</u></b>
<b>Reporting to:</b>	Project Manager – Adults
<b>Responsible For:</b>	No staff or budgetary responsibilities
<b>Location:</b>	Wokingham Borough
<b>Contract:</b>	Part-time (4/5 hours per month approx.)
<b>Role Specific Requirements:</b>	<p>Majority of work hours are required after-school. Some hours may be during school holidays, weekends and to cover occasional days/trips (by prior arrangement)</p> <p>To be able to travel to different locations across Wokingham</p> <p>Satisfactory DBS Check</p> <p>Other hours may be available on an ad/hoc basis</p>
<b>Purpose of the Role:</b>	Attend sessions as a positive and engaging role model to provide a fun and active session that is inclusive for adults attending; allowing them to socialise, make friends and feel empowered to engage and connect with others in their community.
<b>Main Tasks, Duties &amp; Responsibilities:</b>	<p><b>TASKS/DUTIES</b></p> <p>Delivering activities as part of a team in line with our funding agreement that meet the social, emotional, physical and intellectual needs of our adults</p> <p>To work alongside adults with additional needs and their families to ensure the sessions are safe but fun; that reasonable adjustments are made, and that behaviour is appropriate</p> <p>Be able to have fun with the participants of our activities/sessions</p> <p>Positively helping our users to develop social skills and confidence at their own pace (this includes you participating in sessions and role modelling)</p> <p>Helping to create a warm and friendly atmosphere within the sessions, which allows &amp; encourages our adults to develop &amp; participate in the running of the sessions.</p> <p>Ensuring sessions run to strict safeguarding, health &amp; safety requirements.</p> <p>Supporting adults during sessions to enable them to get the most out of them.</p> <p>Empowering and enabling our adults to engage in the community.</p> <p>Be familiar with all our activities and promote them wherever opportunities arise</p> <p>Some leadership for an activity or further responsibility may be delegated by the Manager of a project, following successful completion of the probationary period and training (ie/ sending out email reminders, checking registration forms, etc)</p>

	<p><b>SAFEGUARDING</b> To be responsible for ensuring the Safeguarding of our users</p> <p>To promptly report any information, issues or concerns regarding safeguarding, support, wellbeing or behaviour of our users and staff/volunteers to the Safeguarding Lead or your Line Manager</p> <p><b>ADMINISTRATION TASKS</b> Be organised, punctual, committed and able to communicate well.</p> <p>To complete accurate &amp; timely reports for any incidents, first aid or safeguarding</p> <p>To keep a confidential record/observation of all communication/contact and progress with attendees.</p> <p>To support the Activity Leader to collect feedback and evidence (ie/ photographs) of activities/sessions)</p> <p><b>HEALTH &amp; SAFETY</b> To be familiar with the risk assessments for each session &amp; able to follow these and suggest updated/adjustments as you feel appropriate</p> <p>Be able to identify risks and notify the Project Manager immediately</p> <p>Be responsible for Health &amp; Safety during the sessions</p> <p>To wear the correct uniform and PPE (Covid) if required during sessions</p> <p><b>TEAMWORK</b> To work as part of a team with Managers and colleagues</p> <p>To attend team meetings and training as required by Manager</p>
<p><b>Minimum training required: All provided by ASDFH</b></p>	<p>Induction Training Safeguarding Training (Children &amp; Adults) Online Self-Led Safeguarding Training (Children &amp; Adults) Manager Led Group Discussion Prevent Training Domestic Abuse Awareness Epilepsy Training</p>
<p><b>Work Experience:</b></p>	<p>Experience of working with autistic individuals or those who have learning difficulties/disabilities is advantageous (training can be given).</p> <p>Experience working with Microsoft Office 365 (One Drive, Outlook, Word, Excel primarily) (training can be given).</p> <p>Work will at times be online (using Zoom or Teams), so you will need to be comfortable using these platforms (training given).</p>
<p><b>Physical Requirements:</b></p>	<p>None</p>
<p><b>This job description is not exhaustive and reflects the type and range of responsibilities and outcomes associated with this role in ASD Family Help.</b></p>	