



**Job Title:** U-Nite Clubz Project Lead

**Responsible to:** Manager

**Responsible for:** Support workers, volunteers and students

**Salary:** £5760.00 (£12 per hour)

**Hours of work:** 40 hours per month (26 project delivery, 14hours admin)

**Estimated start date:** Week commencing 6th May 2019

An exciting opportunity has arisen for a Project Lead to lead the team of Support Workers and Volunteers at U-Nite Club!

U-Nite Club is a new social club for disabled young adults to get out, make friends and enjoy age appropriate social opportunities that other young adults without disabilities enjoy independently. The group will meet two evenings a month and two Saturdays a month with a yearly residential trip.

As a champion for young adults with disabilities, you will be the senior member of a small team providing high quality care and opportunities for disabled young adults aged 18-25years. You will build and maintain strong partnerships working with parents, carers and external professionals to ensure the young adult's needs are met.

You and your team will work with the young adults to enable independence and develop confidence and share your enthusiasm and skills in developing and participating in projects. You will have regular planning meetings with your team and will actively participate in creating a programme of activities. You will help plan and evaluate visits and trips out ensuring all risk assessments are conducted.

Being one of the Nominated Safeguard Leads you will take appropriate steps to safeguard the confidentiality of all service user information and records.

You are expected to establish an understanding and work based knowledge of our computerised ChildCare Connect system to be able to update and process information as necessary. You will have an active role in the planning and transporting of the young adults as necessary ensuring all registers are correct. You will assist with the recruitment of U-Nite Club and their induction as required.

You will support your team to reflect and learn from their performance ensuring all qualifications and training is up to date.

At all times you will ensure that your team are implementing the charity's Policies and Procedures.

**Application form deadline: Monday 18<sup>th</sup> March 2019.**

## **Person Specification**

<b><u>Knowledge</u></b>		
<b>Requirement</b>	<b>Essential/ Desirable</b>	<b>Measurements</b>
Have a working knowledge of Unique Kidz and Co's Policies and Procedures and how to implement them in the setting.	D	CV Interview
An understanding of the Unique Kidz and Co mission statement and the ability to implement it.	D	CV Interview
A commitment to attend training to develop skills and awareness as a Project Lead	E	CV Interview

<b><u>Experience</u></b>		
<b>Requirement</b>	<b>Essential/ Desirable</b>	<b>Measurements</b>
Ability to lead and motivate a staff team.	E	CV Interview
Experience of promoting good practice through reflection and problem solving.	E	CV Interview
Experience of delivering high quality care with young adults.	D	CV Interview
Experience of communicating with outside agencies.	E	CV Interview

<b><u>Qualifications</u></b>		
<b>Requirement</b>	<b>Essential/ Desirable</b>	<b>Measurements</b>
Level 2/3 in Health and Social Care, Learning Support or equivalent.	E	CV Interview
Level 2 Safeguarding Children and Young People or the <b>willingness to attend training.</b>	E	CV Interview
Written and I.T skills.	E	CV
Level 3 Leadership and Management or the <b>willingness to attend relevant training.</b>	E	CV Interview

<b><u>Equalities</u></b>		
<b>Requirement</b>	<b>Essential/ Desirable</b>	<b>Measurements</b>
A commitment and understanding of anti-discriminatory work practices and to put this into practice.	E	CV Interview
The ability to communicate in a friendly and professional manner.	E	CV Interview