



Job Title	Project Lead
Responsible To	Childcare & Daytime Support Manager
Responsible For	U-Nite Clubz Support Workers
Salary	£12 per hour
Hours	40 hours per month (26 project delivery, 15 admin)

Job Summary

The Project Lead is responsible for coordinating all areas of U-Nite Clubz, a new social club for disabled young adults aged 18-25. Based at Unique Kidz and Co in Morecambe, the post holder will lead a team in delivering a high quality service that focuses on making the choices and aspirations of the young adults a reality.

Job Description

- To lead and motivate a team of Support Workers
- To manage and complete all administration including grant monitoring
- To lead regular planning meetings with the U-Nite Clubz Support Workers
- To be one of the nominated safeguard leads
- To promote U-Nite Clubz and raise awareness of the service in the local community
- To have an active role in recruiting, organising and inspiring team members and volunteers
- To build and maintain strong partnerships with parents, carers and external professionals
- To enable the independence and develop to confidence of the young adults when planning outings
- To embrace and encourage young adults enthusiasm
- To assist with transporting young adults to and from the centre as necessary ensuring that relevant training is being applied at all times
- To assist with the personal care of the young adults who require support
- To ensure all Unique Kidz and Co policies are adhered to at all times
- Such other duties or responsibilities as may reasonably be required

This job description will be reviewed regularly in light of changing service requirements and any such changes will be discussed with the post holder.

Application Form Deadline: Monday 18th March 2019

Unique Kidz and Co, Woodhill Lane, Morecambe, LA4 4NW
Registered Charity Number: 1131652
Registered Company Number: 06820293

Person Specification: U-Nite Clubz Project Lead

Requirement	Essential	Desirable	How Assessed
Qualifications	<ul style="list-style-type: none"> • Level 2/3 in Health and Social Care, Learning Support or equivalent • Level 2 Safeguarding Children and Young People or the willingness to attend training 	<ul style="list-style-type: none"> • Full UK Driving Licence • Training in First Aid, MiDAS, Moving and Handling, Food Hygiene 	Application Form
Experience & Knowledge	<ul style="list-style-type: none"> • Good knowledge of the needs of people with a disability • Knowledge of good practice in a support setting • Knowledge and understanding of Risk Assessments and Health and Safety • Experience of working in a team 	<ul style="list-style-type: none"> • Experience of leading a team • Experience of working with young adults with a disability • Experience of working with parents, carers and external professionals and agencies • Experience of working with volunteers • Knowledge of the local and wider community 	Application Form / Interview
Skills & Abilities	<ul style="list-style-type: none"> • Excellent communication, interpersonal and writing skills • Ability to manage budgets • Ability to complete grant monitoring • Ability to lead and motivate a staff team • Ability to lead an activity or project with the young adult's needs in mind 	<ul style="list-style-type: none"> • Makaton • Specialist skills and interests that would be of benefit to the project 	Application Form / Interview
Personal Attributes	<ul style="list-style-type: none"> • Friendly, positive and professional manner • Enthusiasm • Team player 	<ul style="list-style-type: none"> • Creativity 	Interview
Other	<ul style="list-style-type: none"> • Evident passion for charity and excellence in service provision 	<ul style="list-style-type: none"> • Knowledge of Unique Kidz and Co and the services it provides 	Interview