



Role Profile

Job Title: Group Leader - Term-time

Reports to: Service Manager

Overall Aim

Responsible for the effective, efficient delivery and day to day management of the group. To manage, lead and coach the staff and volunteers. To ensure a fun, stimulating and safe environment for service users at all times.

Key Responsibilities

1. Under the direction of the Service Manager be responsible for the effective, efficient delivery and day to day management of LinkAble's group.
 2. Liaise with the Service Manager about pre-planning of activities and weekly timetables.
 3. Ensure that the group operates within LinkAble's policy framework and reflects both the charity's mission statement and core values.
 4. Ensure that all activities and off site trips have been carefully planned and properly executed.
 5. Supervise and coach all scheme sessional workers and volunteers ensuring that they are supported and aware of the charity's policies and reporting procedures.
 6. Conduct daily briefing and debriefing sessions involving all scheme sessional workers and volunteers.
 7. Ensure a fun, stimulating and safe environment for service users at all times.
 8. Support and enable service users to develop their independence appropriate to each individual whilst encouraging participation within a group setting.
 9. Monitor, record and report to the Service Manager any developmental changes to the individual service user so that the profiles can be regularly updated.
 10. Promote a healthy living agenda by providing the service users with the appropriate information about healthier lifestyles and healthy alternatives with regard to food and drink, therefore enabling them to make informed choices.
 11. Immediately report any safeguarding issues or concerns to the appropriate Line Manager, Designated Safeguarding Lead (DSL) and Managing Director.
 12. Promote other activities and events to service users and their support networks that are available throughout the charity.
 13. Complete all time sheets and claim form and submit them to the Service Manager by the 14th of the month. Failure to do so may result in not being paid until the following month.
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Our Mission Statement – to enable those with learning disabilities to develop their potential and enjoy socially inclusive fulfilled lives

LinkAble is the business name of Link Leisure Ltd. Registered Charity Number 1119596
Registered in England and Wales as Link Leisure Limited No. 06056940 Registered office as above



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Key Results

1. Ensured the successful delivery and day to day management of the group.
2. Effectively manage all the team of staff and volunteers ensuring that they have had a positive and rewarding experience whilst working for the charity.
3. Ensured that all group records, registers and monitoring notes have been kept up to date and accurate at all times. Registers to be returned to the office within timescales set from your Service Manager.
4. Helped to deliver a fun, stimulating and safe environment for the service users.
5. Increased awareness of the charity's healthy living agenda and the benefits to service users and their support networks.
6. Supported and encouraged the individual service user to participate in the group activities.
7. Promoted other activities and events to the service users and their support networks

Please also be aware of and follow the organisation's policies and procedures, with particular attention to equality and diversity. To further your development and knowledge you will be expected to attend training as necessary.

All employees in the organisation are expected to display a high standard of teamwork. This includes co-operating in undertaking work of absent colleagues or assisting others where the workload is particularly high. Accordingly there may be a requirement, from time to time, to undertake other duties.

The organisation reserves the right to amend this role profile as necessary, after consultation with the post-holder, to reflect changes in or to the job.
