



## Role Profile

**Job Title:** Holiday Scheme Sessional Worker

**Reports to:** Group Leader

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### Overall Aim

Working as part of a team you will assist in delivering a wide range of activities to children and young people with learning disabilities. In conjunction with colleagues ensure a fun, stimulating and safe environment for service users at all times.

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### Key Responsibilities

1. As part of the team assist in the delivery of a wide range of activities within the charity's programme.
2. Ensure a fun, stimulating and safe environment for service users at all times.
3. Support and enable service users to develop their independence appropriate to each individual whilst supporting participation within a group setting.
4. 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.
5. Monitor, record and report to the Group Leader any developments or changes to the service.
6. Immediately report any safeguarding issues or concerns to the appropriate Group Leader, CPLO or Managing Director.
7. To promote other activities and events to service users and their support networks that are available throughout the charity.
8. Submit all time sheets and claim forms to the Group Leader/ Service Manager by the 14<sup>th</sup> of the month. Failure to do so may result in not being paid until the following month.

### Key Results

1. As part of the team you will have helped increase service user engagement within the charity's programme of activities.
2. Helped to deliver a fun, stimulating and safe environment for the service users.
3. Increased awareness of the charity's healthy living agenda and the benefits to service users and their support networks.
4. You will have supported and encouraged the individual service user to participate in the

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*Our Mission Statement* – to enable those with learning disabilities to develop their potential and enjoy socially inclusive fulfilled lives



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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.

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