**Job Description**

**Job Role:** Group Leader (Out and About)

**Hours of work to be discussed in interview:**

* Evenings - 3.5 hours per session
* Weekends - 3.5 hours per session
* £14.88 per hour

**Job Location:** Various Sites across Sheffield.

* To lead group activities ensuring all members engage and enjoy themselves
* To undertake appropriate risk assessments on site and escalate any concerns to on call manager
* To feedback after each session to Service Manager
* To lead and support volunteers
* Attend internal and external meetings as required
* To take on additional duties as directed by the Service Manager responsible for the project

**General:**

All Sheffield Mencap and Gateway employees are required to:

* Comply with all organisational policies and procedures including those related to Safeguarding and Health and Safety
* Participate in and contribute to supervision / appraisal process, team meetings, all relevant training and staff away-days
* Co-operate and liaise with colleagues internally and externally
* Behave in a professional manner at all times
* Make a positive contribution to the vision of Sheffield Mencap and Gateway through their work.

**Person Specification:**

The successful candidate will demonstrate they possess the following criteria:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Criteria* | *Standard* | *Essential* | *Desirable* | *Measure* |
| **Education / Qualifications** | 1. General level of education including English and Maths | **X** |  | A, D |
|  | 2. First Aid qualification or willingness to become first Aid qualified. |  | **X** | A |
|  | | | | |
| **Experience** | 3. A minimum of one years’ experience working with people with learning disabilities (in a paid/unpaid) capacity | **X** |  | A, I |
|  | 4. Planning and leading group activities | **X** |  | A, I |
|  | 5. Completing risk assessments |  | **X** | A, I |
|  | 6. Lone working and using initiative | **X** |  | A, I |
|  | 7. Dealing with stressful situations in a calm and professional manner | **X** |  | A, I |
|  | 8. Problem solving | **X** |  | A, I |
|  | | | | |
| **Skills & Abilities** | 8. Able to speak with a wide range of people from differing backgrounds and abilities. | **X** |  | A, I |
|  | 9. Excellent organisational skills, prioritising of tasks and time management | **X** |  | A, I |
|  | | | | |
| **Other Requirements** | 10. Availability to work out of ‘usual business’ hours | **X** |  | A, I |
|  | 11. Willingness to undertake training as required. | **X** |  | A |
|  | 12. Car Driver |  | **X** | A |

* **Measures:**
* **A: Application Form**
* **I: Interview / Exercise**
* **D: Document checks**