



JOB DESCRIPTION

Job Title: Deputy Scheme Co-ordinator

Responsible to: Scheme Co-ordinator

Responsible for: N/A

Grade: 4

Main purpose of the role

To assist the Scheme Co-ordinator in the delivery of the project to provide social activities and leisure opportunities for the scheme members.

Main responsibilities

1. To deputise for the project co-ordinator in his/her absence to assist in the supervision & support of the project's staff and volunteers of the project, ensuring the club is appropriately staffed at all times.
2. To lead activities and trips out and to take the lead in small groups of members, ensuring these are costed in advance.
3. To assist with the induction, training & on-going support for volunteers.
4. 4. Maintain professional, timely, and appropriate communication with family members and guardians on a regular basis.
5. Ensure all safeguarding concerns are accurately documented and reported in line with Accuro's Safeguarding Policy.
6. To participate in the regular monitoring & evaluation of the service and in particular to ensure that members who access (or who may wish to access) the scheme are aware of it and that their views are sought on the services provided and on how the project may develop.
7. To assist the coordinator in compiling written reports (including an Annual Report) to the Board of Trustees outlining the operation & development of the project & to provide similar reports as may be required by funders of the project.
8. To help the Co-ordinator maintain up to date records on members and volunteers, collecting fees as appropriate in the Co-ordinator's absence.
9. To assist the Co-ordinator in drawing up and implementing a programme of indoor and outdoor activities that reflect the interests and wishes of members.
10. To provide support & assistance on small group outings to leisure /social activities and to participate in the project's residential as appropriate.
11. To assist the members in developing their social, personal, behavioural,

physical and emotional skills.

12. To ensure appropriate supervision is in place for all members.
13. To ensure appropriate policy, procedures and guidelines are followed at all times.
14. To assist members with personal care needs.
15. To assist in setting up and tidying away activities/ the club.
16. To assist the Co-ordinator in identifying health and safety risks so that service users remain safe at the scheme, on trips and during activities.
17. To conduct and implement risk assessments and critical incident plans, informing the Co-ordinator of any additional identified risks.
18. To create a fun and enjoyable atmosphere in the club/during activities.
19. To attend and complete training set by the operational management team.
20. To undertake specialist healthcare training and administer emergency care and to ensure personal training is kept up to date.
21. To undertake any other reasonable duties that may be required from time to time at the direction of the Co-ordinator.
22. To work with due regard for Accuro's core values and objectives.

PERSON SPECIFICATION

As the attached job description outlines the main duties and responsibilities of this post, so the person specification lists the requirements necessary to perform the job. Candidates will be assessed according to the extent to which they meet the specification. It is therefore important that applicants pay close attention to all aspects of the person specification when deciding if their skills, experience and knowledge match these requirements.

Experience	Essential/Desirable	How evidenced
Experience of working effectively with children/adults with a disability and/willingness to undertake training	E	A, I
Experience of recruiting and supporting volunteers	E	A, I

Experience of supporting and managing staff	D	A, I
Experience of working within a team	E	A, I
Experience of monitoring and evaluating projects and services, in particular of seeking the views and opinions of service users and their families	D	A, I
Knowledge		
Understanding of safeguarding issues	E	A, I
Knowledge of issues facing people with a disability and their families	E	A, I
Knowledge of local leisure and social activities	D	A, I
Skills		
Ability to relate to people with a disability	E	A, I
Ability to plan and organise activities	E	A, I
Advanced communication skills, both verbal and written	E	A, I
Reliable and trustworthy	E	I

Ability to use own initiative and solve problems within agreed parameters	E	A, I
Ability to provide training to staff and volunteers	D	A, I
A commitment to equal opportunities and an understanding of the rights of individuals, including the right to confidentiality	E	A, I
Ability to manage own time effectively	E	A, I
Good organisational skills	E	A, I
Full, clean driving licence and access to a suitable vehicle	D	A