

JOB DESCRIPTION

Job Title: Senior Disability Inclusion Worker – children/adult services

Responsible to: Scheme Co-ordinator

Responsible for: N/A

Grade: 3

Main purpose of the role

To work **closely** with the Scheme Co-ordinator and Deputy to provide social activities and leisure opportunities for the members.

Main responsibilities

1. To assist in the provision of appropriate leisure and social activities and opportunities for the members at the club and/or within the community.
2. To support in the planning of activities and trips and to take the lead in small groups of members.
3. To assist the members in developing their social, personal, behavioural, physical and emotional skills.
4. To ensure appropriate supervision is in place for all members.
5. To ensure appropriate policy, procedures and guidelines are followed at all times.
6. Ensure all safeguarding concerns are accurately documented and reported in line with Accuro's Safeguarding Policy.
7. Maintain professional, timely, and appropriate communication with family members and guardians on a regular basis.
8. To assist members with personal care needs.
9. To assist in setting up and tidying away activities/ the club.
10. To assist the Co-ordinator in identifying health and safety risks so that members remain safe at the scheme, on trips and during activities.
11. To adhere to risk assessments and inform the Co-ordinator of any additional identified risks.
12. To conduct risk assessments and critical incident plans for own activities and trips.
13. To mentor new staff and volunteers.
14. To create a fun and enjoyable atmosphere in the club/during activities.
15. To attend and complete training set by the operational management team.
16. To undertake specialist healthcare training and administer emergency care.

17. To assist in collating information and be involved in the outputs.
18. To undertake any other reasonable duties that may be required from time to time at the direction of the Co-ordinator.
19. 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 acting as a mentor	D	A, I
Experience of working within a team	E	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
Excellent communication skills, 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
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



A – Application Form, I – Interview, C – Certificate

June 2026