



## Grove Cottage Job Description

<b>Job Title</b>	Team Member
<b>Reporting To</b>	Club Leader & Deputy Club Leader
<b>Company</b>	Grove Cottage – The home of Bishop's Stortford Mencap
<b>Main Purpose of Role</b>	<ul style="list-style-type: none"> <li>To ensure effective, professional delivery of Grove Cottage Club activities</li> <li>Provision of high-quality respite</li> </ul>
<b>Key Objectives</b>	<ul style="list-style-type: none"> <li>To ensure a high level of service is delivered by Grove Cottage clubs</li> <li>Be flexible and approachable to ensure all organisational needs are met</li> <li>Positive role model for staff, volunteers and members</li> <li>Assist the Club and Deputy Leaders in the event of absences</li> </ul>
<b>Key Tasks</b>	<ul style="list-style-type: none"> <li>To deliver Grove Cottage clubs professionally and effectively</li> </ul>
<b>General Duties</b>	<p><u>Delivery of sessions to include:</u> -</p> <ul style="list-style-type: none"> <li>Supporting planned activities to best suit members' requirements and help members to develop socially and emotionally</li> <li>Work in compliance with the club's Risk assessments</li> <li>Safeguarding members, staff, and volunteers</li> <li>Administer medication and tube feeding as necessary (training will be provided)</li> <li>Prepare snacks</li> <li>Assist with toileting and general well-being</li> <li>Set up equipment and tidy away at the end of each day. Ensure areas are safe and regularly check equipment</li> <li>Undertake ongoing training, as necessary</li> <li>Keep up to date with policies and ensure policy compliance. Work within Ofsted guidelines</li> <li>Attend meetings with the Operations Manager as and when necessary</li> <li>Undertake any other duties that may be reasonably required of you</li> </ul>
<b>Other Information</b>	<ul style="list-style-type: none"> <li>The above is designed to help you in the understanding of your role and is not exhaustive nor intended to be a definitive list of your duties</li> <li>The hourly rate is £12.65 per hour plus holiday pay, paid monthly directly into a bank account</li> <li>The accurate and efficient recording of extra hours, sickness and holiday is the responsibility of each staff member</li> <li>All offers are subject to an Enhanced DBS check and two satisfactory references</li> <li>Grove Cottage is an equal-opportunity employer</li> </ul> <p>If you are interested in applying, please complete an Application Form and your CV to Esme Willcocks, Senior Administrator by emailing <a href="mailto:info@mencapgrovecottage.org">info@mencapgrovecottage.org</a> or by post to Grove Cottage, 151 London Road Bishop's Stortford. Herts. CM23 3JX.</p>