



## **Activity and Membership Leader ONE-TO-ONE ENFIELD**

**JOB TITLE:** Activity and Membership Leader

**RESPONSIBLE TO:** Activity Team Lead

**RESPONSIBLE FOR:** Leading Activities, Events and Supporting Members

**BASE:** Various locations around Enfield

**SALARY:** £13 per hour

**HOURS:** 12 hrs p/wk

(5 hours on Wednesday, 5 hours on Thursday and one 2 hour evening session a week)

### **Summary**

One to One Enfield has been established for 33 years to provide support, promote independence and improve health and well-being for autistic adults and adults with learning disabilities across Enfield. We have an enthusiastic group of members able to enjoy a range of activities with the aims of improving mental and physical health, improving social interaction, ensuring their safety, enabling awareness of broader support they can access across the benefits system and overall allowing them to get the very most out of life. The autistic and learning disability community can and do offer great value to the local economy and society. If we collectively support them to thrive, they will in turn support themselves. We at One-To-One are looking for someone to help with this support on a direct basis, leading our activities.

We are hoping to find an enthusiastic, flexible individual who is passionate about supporting vulnerable members in the community. At present we require an individual able to work regularly and run an activity one evening a week.

In the future additional opportunities may arise within the Charity.

### **Role Requirements**

#### **LEAD ACTIVITIES**

Ensure the activity run smoothly and safely.

Use creativity and innovation to plan, prepare and deliver engaging sessions for members encouraging participation and enjoyment.

Attend staff meetings and training sessions throughout the year.

#### MEMBERSHIP SUPPORT

Actively seeking out new members

Ensure all information is recorded accurately on our database – Membermeister

#### SAFEGUARDING

Ensure all safeguarding concerns are reported as per the policies written.

#### COLLECT FEEDBACK

To ensure we remain on target for our KPIs, conducting feedback surveys with our service users.

#### COLLECT ATTENDANCE DATA

To ensure we have an accurate register of service users attending activities.

#### MANAGE AND MINIMISE RISK

Ensure service users and staff are kept safe.

Report and feedback on Risk Assessments to ensure any updates required are noted to Manager.

Administer First Aid as and when required (training will be provided).

#### **General**

The post holder is required to follow One-To-One Enfield's policies and procedures.

#### **Person specification:**

##### Essential:

- Educated to GCSE level / equivalent academic or professional qualification
- Enthusiastic with excellent interpersonal skills
- Outstanding organisational skills
- Credibility with the confidence of members, volunteers and funders
- Demonstrable experience of building, maintaining and utilising successful relationships with all staff especially those with lived experience of LD and / or Autism
- Evidence of successfully leading change in new models of service delivery
- Demonstrable competence in IT

##### Desirable:

- Experience of working within an integrated health and social care setting
- Experience of charity services and performance management
- Lived experience of LD and / or Autism

If you would like to apply for this role, please send your CV with covering letter to [admin@one-to-one-enfield.co.uk](mailto:admin@one-to-one-enfield.co.uk) by 10am on Thursday 9<sup>th</sup> July 2026.

Interviews will be held week beginning **13<sup>th</sup> July 2026**.