



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

**JOB TITLE:** Activity and Membership Leader

**RESPONSIBLE TO:** Programme and Membership Manager

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

**BASE:** Various locations around Enfield

**SALARY:** £13 - £14 per hour

**HOURS:** Zero Hour Contract with Variable Hours (Mon-Fri)

### 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 wants to help empower those around them. Some hours may be at evenings and weekends. Whilst the contract is a zero-hour contract, there will be regular hours available. Many of our activities run during the day 10am – 3pm from Monday – Thursday, however, there may be some activities that run outside of these hours. We are specifically looking for someone who has availability on Fridays, after school hours and during school holidays.

## **Role Requirements**

### LEAD ACTIVITIES

Ensure the activities run smoothly and safely.

Attend a monthly staff meeting and staff training sessions throughout the year.

### MEMBERSHIP SUPPORT

Actively seek out new members.

Sign up new members and ensure all necessary information is recorded on our database (Membermeister).

### SAFEGUARDING

Ensure any and all safeguarding concerns are reported as per the charity's written policies.

### COLLECT FEEDBACK

Ensure we remain on target for our KPIs.

Occasionally conduct feedback surveys with our service users.

### COLLECT ATTENDANCE DATA

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 the Programme and Membership Manager, ensuring any updates required are noted.

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

## **General**

The post holder is required to follow One – to – One policies and procedures.

## **Person specification:**

### Essential:

- Educated to GCSE level / equivalent academic or professional qualification
- Enthusiastic with excellent interpersonal skills
- Outstanding organisational skills
- Credibility at 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
- High competence in social media and IT

Desirable:

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

The closing date for this application is 9<sup>th</sup> May 2025.

Please send your CV and covering letter to [lucy@one-to-one-enfield.co.uk](mailto:lucy@one-to-one-enfield.co.uk) to apply.