



Job Description

Sessional Youth Club Leader in Charge (LD and Neurodiversity)

Fixed Term: 1 Year | Salary: £18.71 per hour

Main Purpose of the Role:

To Lead on the development and run a youth club for young people with LD and Neuro diversity from the ages of 11 to 15 years of age.

As the leader in charge for this service, you will work to ensure that:

- You initiate and develop positive and trusting work-based relationships with 11 – 15 year olds
- Sessions are run with core youth work principles and practice at the centre of the service. (Equality, Participation, Education and Empowerment)
- You work directly with young people to enable them to broaden their horizons and engage in positive activities
- You develop fun, inclusive and safe activities whilst at the same time promote individual choice and wellbeing to help individuals achieve personal short and long-term goals.
- You ensure that all relevant policies, procedures and practices are implemented and ensure safety of all users and staff.

The youth session will take place every Thursday between 5.30pm to 8.30pm at Karmand centre.

Key Responsibilities & Values

- Work within principles of Rights, Independence, Choice, Inclusion.
- Promote dignity, respect, empowerment and person-centred practice.
- Appreciate and support people from diverse cultures and backgrounds to access the service and practice cultural and faith sensitivity.
- To initiate, develop and maintain relationships with young people in the age range.

Assessment & Planning

- Assist with initial assessments and welcoming young people.
- Ensure individuals are involved in decisions about their attendance to the youth club
- Support access to activities based on assessments and personal plans.

Promotion of service

- To promote the service to carers and families

Service Delivery

- Deliver well-planned, fun, inclusive, safe and culturally sensitive sessions.
- Support emotional, physical and sensory needs.
- Support with personal care where required.
- Develop communication, social and independence skills.
- Manage risks, respond to incidents and follow safeguarding procedures.
- Work collaboratively with carers, families and professionals.

For Further Information please contact:

Mohammad Shabbir

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Karmand Community Centre

- Work with young people to design, develop and deliver activities, projects and events underpinned by the Youth Service curriculum framework

Teamwork & Service Development

- To work as part of a team to deliver youth work
- Maintain accurate records, assessments and feedback.
- Contribute to service reviews and evaluations.
- Support volunteers and build strong professional relationships.
- Follow Safeguarding, Health & Safety and Mental Capacity Act standards.
- Communicate confidently with service users, families and professionals.
- Attend supervision with your line manager.
- To actively participate in own training and professional development

Monitoring & Administration

- Keep clear, up-to-date records of activities and progress.
- Report safeguarding concerns immediately.
- Assist colleagues with setup, cleaning, and practical tasks.

End of Sessions

- Ensure the building and equipment are clean, safe and secure.
- Report any damaged equipment.
- Ensure individuals leave safely and handover information to carers.

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KARMAND
COMMUNITY CENTRE

Karmand Community Centre

Person Specification

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Area		Essential	Desirable
Qualifications	• Maths & English to appropriate level / NVQ3 or equivalent.	Y	
	• Training or qualifications in Autism, ADHD, Neurodiversity or Learning Disabilities,	Y	
	• Recognised Youth work Qualification and or equivalent	Y	
	• First Aid Certificate.	Y	
	• Full Driving Licence.	Y	
Safeguarding Adults/children	• Care skills training (e.g., personal care, moving & handling).	Y	
	• Safeguarding		
Experience	• Supporting people with learning disabilities or neurodiversity.	Y	
	• Managing a team, resources and sessions		
	• Communicating with individuals with additional needs.	Y	
	• Carrying out assessments.	Y	
	• Supporting carers/parents	Y	
	• Providing personal care with dignity.	Y	
	• Using IT confidently for reports, records and communication.	Y	
Knowledge	• knowledge Autism, neurodiversity and impacts on individuals/families.	Y	
	• Adult development and family dynamics.	Y	
	• Safeguarding and reporting procedures.	Y	
	• Mental Capacity Act principles.	Y	
	• Equal opportunities and anti-discriminatory practice. • Risk assessment and safe working practices.	Y	
Skills & Attributes	• Ability to empower individuals and promote independence.	Y	
	• Strong verbal and written communication skills.	Y	
	• Respect for confidentiality, culture and beliefs	Y	
	• Positive, flexible, reliable and able to work independently.	Y	
	• Willingness to work flexible hours, including evenings/weekends.	Y	
	• Commitment to ongoing training and development.	Y	
	• Ability to maintain accurate records and act as a key worker.	Y	
	• Willingness to undergo a DBS check	Y	

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