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 **JOB DESCRIPTION**

**JOB TITLE: Network Hope Activities Worker**

**Salary:** £23,933 per annum

**HRS**  35 hours per week (PT applications welcome)

**RESPONSIBLE TO: Network Hope Project Manager**

**Fixed Term to 31st August 2025**

**Overall Purpose of the Role:**   
   
To provide support and activities to vulnerable individuals in North Kensington, including those with learning disabilities, autism and complex needs and those affected by the Grenfell fire.

Activities workers work under the direction of the Project Manager and alongside, tutors to deliver activities, support networks, health and wellbeing and training support to beneficiaries and to recruit, train and support a network of volunteers to facilitate the support groups.

The role will involve collaboration with other local businesses and third sector organisations to deliver the activities. This Project’s aim is to support vulnerable disabled people (including those with learning disabilities, autism and those affected by the Grenfell fire) and their families through consistent provision of sport, health and wellbeing activities, advice and peer support.

**KEY RESPONSIBILITIES**    
   
**1. Supporting Tutors, volunteers, senior staff and beneficiaries**   
   
Utilising EPM’s resources to lead in locally sourcing beneficiaries and volunteers from the local community. Liaise with Kensington and Chelsea Social Services and schools, colleges, community centres, voluntary organisations and referral agencies.

* Plan, arrange and run a variety of activities. e.g .cooking, gardening, IT, boccia, social groups
* Facilitate groups run by tutors at Centre & in community e.g Zumba, swimming,
* Facilitate trips to clubs, museums, theatres, discos etc
* Recruit and support a network of volunteers to co-facilitate support groups and activities
* Under the direction of The Project Manager conduct home visits to assess the needs of the families and inform them of support available through Network Hope.
* Arrange the selection and delivery of healthy food and drinks and running the activity.
* Work with sports and fitness tutors to ensure all equipment used in sports/fitness sessions are secure and meet health and safety standards.
* Coordinate and oversee respite and peer group support to the families.
* Develop, monitor, update and review individual action plans for all beneficiaries.
* Conduct evaluation reports (including case studies) and work with senior management to collate the information.
* Assist senior management in leading expert advisory group meetings and lead/facilitate local support group meetings.

2**. Resource Centre**

1. To assist with reception duties as part of a team. To ensure such duties are carried out respectfully and in a manner that reflects Equal People Mencap’s ethos, values and good working practice.
2. To ensure the Resource Centre is kept fully and appropriately stocked of all administrative and housekeeping items.
3. Ensure that the building and equipment is monitored regularly with regards to health and safety and personal safety and all policies and procedures (especially health and safety, fire safety) are updated and adhered to by staff.
4. Other duties as required

**3. Additional Duties**

* Ensure beneficiaries get the support they need to participate in the support groups and activities and help them play a lead role in shaping provision.
* To support volunteers to take on increasing responsibility in facilitating and leading groups.
* To respect and maintain confidentiality in relation to beneficiaries and staff.
* Monitor project progress, handling any issues that arise.
* To ensure health and safety and security measures are constantly maintained and adhered to by all staff and volunteers on the project.
* Implement effective risk assessments.
* To attend meetings as appropriate, including staff, supervision and person-centred planning.
* Through supervision and appraisal meetings identify own training needs and personal development.  Attend appropriate training courses.
* Use initiative and organise own workload within agreed objectives.
* To read, understand and follow individual’s support plans or information and the procedures, guidance and policies of the organisation.
* The post holder may be asked to undertake other tasks that fall within our aims and philosophy.
* To work contracted hours within the hours required by the service.  Hours are flexible to be able to meet the needs of the users.  Evenings and week – ends may be required.

Due to the need to be a responsive service provider, Equal People mencap recognise that the specific duties in relation to this post may need to be adapted from time to time