

JIGSAW GROUP LEADER
JOB DESCRIPTION

PROJECT: Jigsaw (Bury)

LOCATION: Unit 28

Bury Business Centre

Kay Street

Bury

BL9 6BU

MAIN TASKS AND RESPONSIBILITIES:

- To ensure a high standard of practice according to Jigsaw guidelines
- To demonstrate commitment to a team approach, providing continuity for young people and effective communication
- To participate in and lead sports and social activities with young disabled people
- To have a positive attitude and understanding of young disabled people and be aware of disability issues, terminology and the importance of equality and inclusion
- To form good working relationships with volunteers, parents and professionals involved with the young disabled people
- To manage and support Jigsaw volunteers
- To ensure the physical needs of the young people are met: mobility, supporting people to eat, supporting people to use the toilet.
- To coordinate outings, encouraging young people to try new activities, develop new skills and encourage independence wherever possible.
- Ensure the smooth running of the group- liaising with transport, Coordinator, sports coaches- keeping to arranged times- ensuring at the end of each outing everyone gets home safely
- To take responsibility for any collection of money in the group, to ensure all money collected balances, and to complete records and ensure that this is returned to Jigsaw office in a timely manner
- To initiate and to help with fundraising activities when needed
- To undergo training courses when necessary and attend 4 group leader meetings per year and supervision
- To return monthly outings sheets on time (even if unable to undertake any activities in that month)
- To confirm monthly hours on time
- To feedback relevant information from outings via telephone at the end of each activity
- To take responsibility for the safety and well being of both the young disabled people and the volunteers and to respond to any emergency that may occur
- To be aware of people's impairments and the effect this can have on people

- To be aware of child and vulnerable adult protection issues, and follow Jigsaw procedures in relation to safeguarding and ensuring the safety and well being of each person on the activity.
- To be familiar with health and safety issues affecting the group
- To maintain confidentiality of information regarding personal information

I agree to abide by my job description:

Name: _____

Signature:_____

Date: _____