



DISABILITY DOES NOT MEAN INABILITY

Reg Charity No. 1093818. Reg Company No. 04204456

Wood End Centre, Judge Heath Lane, Hayes, UB3 2PB

www.dash.org.uk

0208 848 8319



JOB DESCRIPTION

Job Title:	Activity Leader
Hours:	35 per week
Rate of Pay	£8.33 - £11.50 per hour (dependant on age and experience)
Supervisor:	Transitions Officer
Place of work:	The DASH Hub, 1 Crown Walk, The Pavilions Shopping Centre, Uxbridge, UB8 1GX
Contacts – Internal	DASH Trustees, staff and volunteers
Contacts – External	Care agencies, funding bodies, other local charities

Key Tasks

- To provide high quality sport and recreational activities for people with a disability
- To promote independence and enable disabled people to have access to information so that they can make independent choices about activities they take part in.
- To ensure that the needs and wishes of service users are taken into account while in the DASH Hub and empower them to articulate their needs and preferences.
- Encourage and assist service users to have awareness of their health and well-being.

- To maintain up to date knowledge of safeguarding procedures.
- To ensure safe environment for staff, services users and volunteers is maintained at the Hub at all times.
- To escalate any concerns for individual service users via the appropriate channels, both internal and external.
- Provide support to individuals to ensure they can take part in all activities. Including adapting sessions to suit all involved.
- To ensure all service users complete client registration form.
- To complete register and take payments from service users.
- To keep up to date, GDPR compliant records on database, ensuring the confidentiality of those records.
- To keep up to date with other local services that may be useful to signpost service users to.
- Representing the organisation in relevant forums.
- To attend training and being subject to supervision and appraisal.
- To attend staff meetings and other staff events.
- All staff are expected to work in a flexible way in order to meet the needs of our clients.
- Some sessions may be held out of normal hours and may involve travel away from the local area.