



Laburnum
BOAT CLUB

Hackney's Community Boating Project

Laburnum Street, Hackney, London E2 8BH
020 7729 2915 info@laburnumboatclub.com
www.laburnumboatclub.com

Job Description

Post Title:	Inclusion Officer
Responsible to:	The Co-ordinator
Accountable to:	The Management Committee
Location:	Laburnum Boat Club, Laburnum Street, London E2 8BH
DBS Check Required:	Enhanced
Salary:	£27,300
Hours:	Full-time (35hrs), permanent

The core purpose and responsibilities of this role:

We are looking for an enthusiastic and motivated Inclusion Officer to encourage and enable young people with disabilities to partake fully in all aspects of the Laburnum Boat Club's programme. The aims of the post and the Inclusion Project are to empower young people with disabilities to take control of their lives; to build their confidence and help them to face and deal with challenges; to help them establish a constructive form of social and leisure time; to assist their overall development.

Background Information

Set up in 1983, the Laburnum Boat Club is a community-based watersports centre situated on the Regents Canal in South Hackney. It is a voluntary organisation part-funded by the local authority. Its purpose is to assist the social development of local young people and their families through participation in water-based activities. We have many different Clubs and services that run throughout the week, including after-school, at weekends and during school holidays. These include a busy Youth Club; Inclusion Project for young people with disabilities; a Family Club; a Club for adults with mental health issues; a vocational employment training scheme for young adults and we work extensively with local schools, youth, and community organisations. Our staff team comprises of qualified and unqualified part-time youth workers, support workers and paddlesport instructors. We had over 4,000 visits in 2021 and aim to be a positive force for changing lives in a safe and supportive environment.

Lines of Responsibility

The Laburnum Boat Club is managed by a Management Committee made up of local residents, parents, professionals and others committed to the aims of the club, who have lived experience of the issues that we are trying to address. The person appointed will be accountable, via the Club Co-ordinator, to that committee.

Principal Duties

- To manage the Club's two after-school Sports Clubs for young people with disabilities, including recruiting participants, managing staff and the planning, programming and delivery of weekly sessions, trips away and residential, including picking up participants from school and dropping them off at home after the session (ideally as the driver of our minibus or as a passenger / worker)





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- To plan, deliver and develop the Out&About Club that supports young adults with disabilities, increasing independent living skills and facilitate an exit route for them leaving the Club and moving into other services
- To engage children and young people with disabilities via outreach to schools, professionals, specialist organisations, community centre, social services etc. and to encourage and enable them to use the Club fully
- To oversee (with the Club's Youth Work Team) the assimilation of those young people into the Club's mainstream Youth Club and School Holiday provision
- To organise and conduct Assessment visits for young people with disabilities, so that they can access the Club and it's services appropriately and that the site complies with the Equality Act
- To monitor the participation, achievement and progress of young people with disabilities
- To help appoint and supervise Inclusion Project staff, e.g. part-time specialists, support workers, sessional staff, minibus drivers or volunteers
- To maintain and develop appropriate working relationships with professional colleagues in the field and stay up to date with SEND best practice
- To ensure that the programme is conducive to the full educational, personal and social development of the young people it is meant to serve
- To operate all sessions and trips away safely and successfully
- To form good and appropriate relationships with the children and young people, parents and carers, professionals, staff and management committee and all other stakeholders
- To encourage and enable all young people to participate in Club activities regardless of ethnicity, creed, social background, gender, sexual orientation or disability
- To contribute to, to be aware of, and assist in the enforcement and implementation of the Club's Policies, in particular: Safeguarding, Health & Safety and Equality, Diversity and Inclusion
- To undertake all appropriate training (generally provided by the Club)
- To assist with the organisation of Laburnum's other Club's and services and provide office support including project monitoring and reporting and social media posts

Training and Professional Development

Staff are expected to keep themselves informed on current issues related to their work, to undertake appropriate training and to pursue their own professional development through the appropriate channels. Please note there may be an opportunity to receive D1 minibus training and / or Paddlesport qualifications as part of this role.

Additional Information

The applicant will be required to work some unsociable hours, including regular evening and weekend sessions.

Laburnum Boat Club is a Registered Charity No. 801255
and a Company Limited by Guarantee No. 2360592
Registered in England





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Person Specification

Post Title Inclusion Officer

The following attributes and skills need to be demonstrated by each candidate's application and supported at interview:

Essential

- Experience of working with disabled children and young people, including face-to-face delivery
- Ability to liaise effectively with a wide range of professional and non-professional staff and the wider community
- Project management and organisational skills with an organised and process-based approach
- Self-motivated, energetic and resourceful with a proven ability to work on your own
- Excellent people and communication skills with a calm and patient manner when working with all stakeholders, including young people, parents, funders and members of the public
- Up to date, competent IT skills especially in MS Office and Windows 10

Desirable

- A D or D1 minibus driving licence OR 2years full driving licence (we may consider paying for your minibus licence training and assessment, if it is achievable within 6months of starting)
- Experience of Play Work or Youth Work
- Experience of paddlesport or outdoor activities
- Experience of working in a multi-cultural, inner-city environment
- Relevant qualifications (i.e. a current First Aid qualification, youth work qualification etc.)

Other requirements relevant to the post

- Commitment to equal opportunities and inclusion
- Self-motivating, assertive and flexible
- A good degree of self-awareness and an ability to reflect on personal and professional attitudes and accept feedback
- Excellent verbal and written communication skills

Please complete and return the application form via email to:

info@laburnumboatclub.com

Closing date for applications: 5pm on 7th February 2025

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