



Activity and Membership Leader ONE-TO-ONE ENFIELD

JOB TITLE: Activity and Membership Leader

RESPONSIBLE TO: Activity Team Lead

RESPONSIBLE FOR: Leading Activities, Events and Supporting Members

BASE: Various locations around Enfield

SALARY: £13 per hour

HOURS: 7 hrs p/wk (5 hours on a Wednesday and one 2 hour evening session a week)

Summary

One To One Enfield has been established for 33 years to provide support, promote independence and improve health and well-being for autistic adults and adults with learning disabilities across Enfield. We have an enthusiastic group of members able to enjoy a range of activities with the aims of improving mental and physical health, improving social interaction, ensuring their safety, enabling awareness of broader support they can access across the benefits system and overall allowing them to get the very most out of life.

The autistic and learning disability community can and do offer great value to the local economy and society. If we collectively support them to thrive, they will in turn support themselves. We at One To One are looking for someone to help with this support on a direct basis, leading our activities.

We are hoping to find an enthusiastic, flexible individual who is passionate about supporting vulnerable members in the community. At present we require an individual able to work regularly on a Wednesday from 9.30am - 2.30pm and to run an activity one evening a week.

In the future additional opportunities may arise within the Charity.

Role Requirements

LEAD ACTIVITIES

Ensure the activities run smoothly and safely.

Use creativity and innovation to plan, prepare and deliver engaging sessions for members encouraging participation and enjoyment.

Attend staff meetings and training sessions throughout the year.

Flexible attitude towards supporting ad hoc fundraising, festive and promotional activities are expected

MEMBERSHIP SUPPORT

Actively seeking out new members

Ensure all information is recorded accurately on our database – Member Meister

SAFEGUARDING

Ensure all safeguarding concerns are reported as per the policies written.

COLLECT FEEDBACK

To ensure we remain on target for our KPIs, conducting feedback surveys with our service users.

COLLECT ATTENDANCE DATA

To ensure we have an accurate register of service users attending activities.

MANAGE AND MINIMISE RISK

Ensure service users and staff are kept safe.

Report and feedback on Risk Assessments to ensure any updates required are noted to Manager.

Administer First Aid as and when required (training will be provided).

General

The post holder is required to follow One–To–One Enfield’s policies and procedures.

Person specification:

Essential:

- Educated to GCSE level / equivalent academic or professional qualification
- Enthusiastic with excellent interpersonal skills
- Outstanding organisational skills
- Credibility with the confidence of members, volunteers and funders
- Demonstrable experience of building, maintaining and utilising successful relationships with all staff especially those with lived experience of LD and / or Autism
- Evidence of successfully leading change in new models of service delivery
- High competence in social media and IT

Desirable:

- Experience of working within an integrated health and social care setting
- Experience of charity services and performance management
- Lived experience of LD and / or Autism

Closing date for this application is **Friday 10th April at 12pm.**

Interviews will be held on either **Monday 20th April** or **Tuesday 21st April 2026**

Please send a CV and covering letter to admin@one-to-one-enfield.co.uk to apply.