



**KEEN London Volunteer Role Description**

We run free, engaging and accessible activities for children with additional needs and disabilities. Our inclusive services offer one-to-one support that helps children to thrive, develop and, most importantly, to have fun.

<b>Role Title:</b>	Coach
<b>Service/Team:</b>	North, East and/or South Services
<b>Reporting to:</b>	Service Coordinator
<b>Time Commitment:</b>	This is a flexible volunteer role. To get the most out of the experience, we would recommend attending two sessions per month as a reasonable expectation.
<b>Location:</b>	North: Wembley      East: Hackney      South: Lambeth
<b>Skills:</b>	Empathy, Communication, Patience, Problem Solving, Positivity, Sense of Humour, Teamwork, Collaboration, Working With Children
<b>Link to Apply:</b>	<a href="https://www.tfaforms.com/4734920">https://www.tfaforms.com/4734920</a>

**Why we need your help**

We provide free games and activity sessions with tailored support for children with additional needs and disabilities. We support over 100 children, known as our ‘athletes’, with a wide range of additional needs, including autism, cerebral palsy, non-visible disabilities, and global development delay. At KEEN London, we strive to use fun and games to improve young people's wellbeing, and personal, social and emotional development as well as broadening experiences to increase skills and confidence.

**Purpose of the role**

Our Volunteer Coaches are the backbone of a KEEN London session! You'll provide one-to-one support to an athlete, helping them to access all the activities on offer, achieve their personal development goals, and of course have tons of fun! You can expect to get involved with a wide range of playground games, ball games, nature

walks, and creative activities. From time to time we also run trips for our athletes, and previous trips have included trampoline parks, high ropes courses, pedalo boating and slime-making classes.

## **Tasks and activities**

- You'll support our athletes to engage with the session, and have fun while they're doing it.
- You'll help our Service Coordinators develop goals for our athletes, track their progress, and give them lots of encouragement along the way.
- You'll work with your Service Coordinators and fellow Coaches to come up with new games, develop resources, and plan activities.
- We want our athletes to enjoy being active, making friends, and trying new things - and we want you to join in the activities with them!
- Our athletes love working with energetic and enthusiastic people, and we'll ensure that all your hard work will be rewarded with a great time.

*Please note: To ensure that you are equipped and ready to take on this role, there is a thorough application process which includes but is not limited to: an information session, an in-person onboarding training evening, an enhanced DBS check, reference checks and a safeguarding quiz. All elements of the onboarding process have to be completed satisfactorily before you can start volunteering in this role.*

## **Why Volunteer with KEEN London?**

KEEN London would not be what it is without the volunteers who support our work, and we want to ensure that all our volunteers gain just as much from their volunteering journey as they put into the charity. Here's what you'll get in return for supporting us:

- Regular volunteer social events, and opportunities to meet other coaches
- We will provide you with ongoing feedback and support to enable you to reach your full potential at KEEN, you will receive an induction and handbook prior to starting your role and you will receive access to a virtual training portal with additional resources.
- We will give you opportunities to access other roles to help you broaden your skills, such as becoming a Captain or Session Leader.
- Long-term volunteers receive t-shirts, badges, and advance sign-ups to our popular events
- We have a budget set aside to cover volunteer expenses (see Volunteer Agreement below)
- We will provide job/character references to volunteers after a reasonable period of volunteering with us.

## **Volunteer Agreement**

All KEEN London volunteers are asked to observe the Volunteer Agreement. This agreement is binding in honour only, is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future.

### As a volunteer with KEEN London you can expect:

- To be a part of a unique and evolving charity that is providing a valuable service to children and young people with additional needs.
- To be introduced to how the organisation works and your role within it.
- A supportive and reciprocal environment that ensures a positive experience for you as a volunteer.
- To be invited to volunteer at special events and fundraising activities.
- Reimbursement of any reasonable travel expenses.
- To be treated fairly and equally with dignity and respect, regardless of race, ethnicity, gender or gender identity, age, (dis)ability, religion or sexual orientation.
- A safe and healthy environment for you to volunteer in.
- Any problems or complaints to be investigated quickly and resolved fairly.
- Recognition for your efforts and successes – celebrating achievements and rewarding loyalty and dedication.
- To receive, if required, a reference after a reasonable time of volunteering.
- Access to free Charity Worker Discounts after 5 completed sessions.

### Our expectations of volunteers:

- To maintain and uphold the reputation and good name of the charity.
- To treat other volunteers, staff and service users fairly and with dignity, and to respect everyone equally, regardless of race, ethnicity, gender or gender identity, age, (dis)ability, religion or sexual orientation.
- To ensure appropriate levels of confidentiality and data protection are upheld.
- To uphold our Child Protection and Safeguarding Policy. This includes ensuring that when out of sight of other adults a ratio of 2 adults to 1 athlete is in place, and that you report any concerns you have about the safety and wellbeing of athletes to the Coordinator as soon as possible.
- To adhere to all health and safety instructions.
- To be punctual and reliable when attending sessions, and inform the coordinator via phone call as soon as possible if you are unable to attend.
- To attend at least 2 sessions per month for at least 6 months.
- To bring energy, enthusiasm and a willingness to learn to all sessions.

**Role Description Internal Ref Number: COACH4**