



Children's and Youth Coordinator – Friday Clubs & Activity Weeks

Location: Hybrid / Friday Club in Ashtead

Organisation: TalkActive (formerly Afasic North Surrey)

Hours:

- **8–16 hours per week, including our fortnightly Friday Club (6pm–10pm)**
- **School holidays: one full activity week per year, plus planning time**
- **Potential for a full-time role within 12 months**

Pay: £16–£18 per hour (depending on experience)

About Us

TalkActive is a charity supporting children and young people with speech, language, and communication needs (SLCN) and special educational needs (SEN). We empower families through information, advocacy, and practical support. We're looking for an enthusiastic coordinator to lead our Friday Clubs and other activities.

The Role

You'll plan and lead our Friday Clubs for children and young people with SLCN/SEN, including those with complex needs—working alongside paid and volunteer youth workers. This is a hands-on role focused on creating a safe, engaging space where young people can build social skills, gain confidence, and have fun.

Beyond Friday Clubs, we run school holiday activities including a residential week. You'll have scope to develop new programmes—day trips, weekends, or additional activity weeks—in collaboration with our management team.

You'll also manage keyholder duties, supervise volunteers and staff, and use our digital systems for service delivery and social media. Training is provided.

Key Responsibilities

Club Leadership & Activities

- Supervise Friday Clubs, ensuring a safe and inclusive environment
- Plan and deliver fun, developmental activities tailored to participants' needs and interests
- Support children and young people with complex needs using appropriate strategies

Team & Volunteer Management

- Lead, support, and oversee volunteers and staff
- Provide on-the-job training (e.g., first aid, safeguarding)
- Ensure adherence to policies and procedures

Engagement & Communication

- Contribute to our engagement strategy to raise awareness and reach more families/organisations
- Communicate with parents, carers, and professionals about progress and concerns

Operations & Compliance

- Act as keyholder: open and close the venue, set up sessions, secure the building
- Maintain accurate records (attendance, incidents, progress)
- Follow health and safety and safeguarding policies

What We're Looking For

Essential

- Strong leadership and interpersonal skills
- Good organisational and time-management abilities
- Understanding of SLCN/SEN—or willingness to learn (training provided)
- Knowledge of safeguarding policies and procedures
- Ability to plan and deliver engaging, age-appropriate activities
- Clear verbal and written communication
- Computer literate, with willingness to learn new systems
- Willingness to obtain an enhanced DBS check (provided) and complete safeguarding training

Desirable

- Experience managing volunteers or staff
- Emergency first aid knowledge (training provided/updated as needed)

How to Apply

Email Michelle Cahill at michelle.cahill@talkactive.org.uk explaining why you're right for this role. Please attach your CV.

TalkActive welcomes applications from all qualified candidates regardless of race, gender, disability, religion/belief, sexual orientation, or age.

We look forward to hearing from you.