



Fearless Girls Club CIC
Job Description: Assistant Club Leader (Freelance)

Job Title: Assistant Cub Leader

Contract Type: Freelance (self-employed)

Reporting To: The Directors

Salary: £20 per club session

Hours: 1.5 hours direct delivery per week (per club)

Location: Chobham, Surrey (6pm to 7.30pm on Wednesdays) and/or Sunninghill, Berkshire (5pm to 6.30pm on Thursdays)

Start date: From Autumn term 2025 (September)

ABOUT US

Fearless Girls Club is a unique club for girls aged 8 to 11 years to boost confidence, supercharge self-esteem and strengthen resilience so our girls can be bold and live fearlessly. We believe that in order to create fearless girls who will go on to thrive in the modern world, we need to offer ongoing personalised support and cultivate meaningful peer relationships – so we created Fearless Girls Club!

We currently have two clubs:

- ⚡ Wednesdays: 6pm to 7.30pm, St Lawrence Church Hall, Chobham
- ⚡ Thursdays: 5pm to 6.30pm, St Michael's Church Hall, Sunninghill

The number of girls in each club session is capped at 20 (with two adult leaders and up to three young volunteers called Quest Leaders) so we can provide individualised attention and support, and create a tight-knit group that feels safe and friendly. At Fearless Girls Club, we are all about empowering girls to feel bold, capable and confident. At our weekly club sessions, we build our

games and activities around the framework of our unique Confidence Quests – nine core areas identified through research as crucial for girls aged 8 to 11 years to develop strong self-confidence and resilience. Our Confidence Quest areas are: Knowing Myself, Critical Thinking, Citizenship, Healthy Mind & Body, Resilience, Creativity, Friendships, Communication and Digital World.

Each session includes:

- ⚡ **Club affirmations:** I am bold, I am brave, I am fearless!
 - ⚡ **Opening Games:** One or two carefully selected games that introduce our Confidence Quest topic for the week in a fun way.
 - ⚡ **Confidence Quest:** An exciting themed activity exploring one of our Quest areas, which will include some external visitors to help us try new things.
 - ⚡ **Quest Reflection Circle:** To explore what we have learned about ourselves and others from the activity.
 - ⚡ **Self-empowerment practice:** Introducing a different mindfulness or self-regulation technique each week to equip our girls with strategies to slow down, pay attention to the present moment, and develop better focus and self-awareness.
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MAIN DUTIES AND RESPONSIBILITIES

The Assistant Club Leader is a new role for our organisation where clubs have so far been delivered by our Founders and Directors (Elle Wilks and Kate Cooper). Our vision is for every club to have a paid Club Leader and Assistant Club Leader, delivering and feeding back on sessions that are planned centrally by us. You will resonate deeply with our mission, ethos and approach. Your main duties and responsibilities will be to:

Session Delivery

- Support the delivery of the weekly Fearless Girls Club sessions using the resources and activities provided to the Club Leader by the club Directors.
- Arrive promptly and help to set up and clear away in accordance with our contractual hall hire obligations.
- Help the Club Leader to create a safe, inclusive and supportive environment for all members.
- Help the Club Leader to supervise the Quest Leader volunteers in the session.

Engagement and Motivation

- Inspire and motivate the girls to actively participate in activities and challenges.
- Encourage confidence, self-expression and teamwork among participants.
- Build positive relationships with the girls, acting as a role model and mentor.

Collaboration

- Work closely with the Club Leader to deliver smooth, well-organised sessions.
- Support Quest Leaders and Junior Quest Leaders, empowering them in their development as young mentors and leaders.

Safeguarding and Safety

- Ensure the health, safety and well-being of all participants by adhering to safeguarding policies and procedures.
- Handle any safeguarding issues or concerns in line with the club's policies, typically by escalating these to the Club Leader.
- Be familiar with our club risk assessments for venues and session activities as required.

Professionalism and Development

- Attend any required training sessions or meetings with the Fearless Girls Club leadership team (which will be paid at an agreed rate).
- Stay up-to-date with the club's ethos, values and programme content.
- Represent Fearless Girls Club positively and professionally at all times.

PERSON SPECIFICATION

Essential Skills and Qualities

- Ability to engage, inspire and build rapport with children, parents and colleagues.
- Clear, confident and empathetic communication style.
- Ability to support the delivery of engaging sessions that are well-structured and align with the Fearless Girls Club framework.
- Strong time management and multitasking skills.
- Commitment to the Fearless Girls Club mission of fostering confidence, resilience and leadership in girls, and an ability to represent the club in a positive and inspiring way.
- Understanding of the challenges young girls face and a drive to make a positive impact.
- Creative and resourceful approach to challenges.
- Experience working collaboratively with others, including assistants, volunteers or colleagues.
- Dependable, punctual and trustworthy, with a professional attitude.

Desirable Skills and Qualities

- Proven experience leading or facilitating group activities for children or young people, ideally in an educational, youth work or extracurricular setting.
- Understanding of safeguarding principles and a commitment to creating a safe environment for all participants.

- Experience with personal development programmes.
- Familiarity with the topics in our Confidence Quest areas.
- Relevant qualifications or training in teaching, childcare youth work, or a related field.
- Skills in areas like arts, crafts, drama or other engaging activities that can enhance sessions.
- Current first aid certification or willingness to obtain one.

Practicalities

- You will need to make a commitment to deliver sessions on a weekly basis during school term time and confirm your ability to travel to the session location independently (travel expenses will not be claimable).
- We require a satisfactory Disclosure and Barring Services (DBS) Check at Enhanced level.
- You will be asked for details of two referees.
- You will be required to undertake Paediatric First Aid and safeguarding training (if you do not have a certificate dated within the last two years). We will cover the cost.
- We will provide an individual induction and training session (paid). Additional training will be offered as appropriate.
- As a freelancer, you agree to take full responsibility for the payment of all income tax, assessments and National Insurance.

Even if you don't possess all the listed experience or skills, we encourage you to apply and showcase your unique strengths and capabilities.

Occupational Requirement (Equality Act 2010, Schedule 9 Part I): This clause applies. This defence allows organisations to argue that a particular protected characteristic is essential to a job and that only someone with that characteristic is suitable for the role. We require some freelance staff and volunteers to be female wherever it is directly relevant and necessary.