



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

Job Title: Club Leader

Contract Type: Freelance (self-employed)

Reporting To: The Directors

Salary: £40 per club session (to include preparation, delivery and feedback)

Hours: 1.5 hours direct delivery per week (per club), plus preparation and feedback

ABOUT US

Fearless Girls Club is a unique club for girls aged 8 to 12 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!

The number of girls in each club session is capped at 18 (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 Club Quests – nine core areas identified through research as crucial for girls aged 8 to 12 years to develop strong self-confidence and resilience. Our Quest areas are: Knowing Myself, Critical Thinking, Leadership, Healthy Mind & Body, Resilience, Being Bold, Friendships, Speaking Up and Digital World.

Each session includes:

⚡ Club Affirmations: I am bold, I am brave, I am fearless!

- ⚡ **One Good Thing:** A chance to go around the circle and share one good thing from your week with the club.
 - ⚡ **Club 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.
 - ⚡ **Power Boost:** 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.
 - ⚡ Plus lots of games, stickers and prizes every week!
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MAIN DUTIES AND RESPONSIBILITIES

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. Your main duties and responsibilities will be to:

Session Delivery

- Deliver weekly Fearless Girls Club sessions using the resources and activities provided to you by Directors.
- Unlock and set up the venue 15 minutes before the start of the club and pack away afterwards in accordance with our contractual hall hire obligations.
- Co-ordinate the punctual collection (or take delivery) of your weekly club materials and resources.
- Familiarise yourself with the week's session plan and consider any adaptations or extensions that would be suitable for your group.
- Create a safe, inclusive and supportive environment for all members.
- Supervise the Assistant Club Leader and Quest Leader volunteers in the session.
- Adapt session plans to meet the needs of different year groups and individual girls.

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 Assistant Club Leader to deliver smooth, well-organised sessions.
- Delegate tasks to the Assistant where necessary, ensuring they are supported in their role.

- Support Quest Leaders, empowering them in their development as young mentors and leaders.

Administration and Reporting

- To update attendance records and feed back to Fearless Girls Club leadership via email promptly after every club session on an agreed set of checkpoints (including suggestions for improvements, evaluations of activities and questions/comments/concerns from parents).
- Provide feedback to the Fearless Girls Club leadership team, sharing session highlights and areas for improvement.
- To conduct in-session evaluation with the girls once a term using our Fearless Girls Club Impact Evaluation Framework, and to feed this back to us promptly after the session.

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.
- Be familiar with and feed into updates to club risk assessments for session activities as required.
- Act as designated first aider in your session, following guidance from your training and maintaining accurate records in our club incident log.

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 deliver 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.

- Ability to adapt sessions to the needs of different age groups and respond calmly to unexpected situations.
- Creative and resourceful approach to challenges.
- Experience working collaboratively with others, including assistants, volunteers or colleagues.
- Understanding of safeguarding principles and a commitment to creating a safe environment for all participants.
- Dependable, punctual and trustworthy, with a professional attitude.

Desirable Skills and Qualities

- Experience leading or facilitating group activities for children or young people, ideally in an educational, youth work or extracurricular setting.
- Familiarity with the topics in our Club 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.

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 (if you do not have a certificate dated within the last three years and/or have not completed a refresher course in the past 12 months) and safeguarding training (if you do not have a certificate dated within the last two years). We will cover the cost.
- 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.