

## INFORMING CHOICES NI

### JOB DESCRIPTION AND PERSON SPECIFICATION

**Informing Choices NI**  
3<sup>rd</sup> floor, Ascot House,  
24 – 31 Shaftsbury Square,  
Belfast, BT2 7DB

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#### JOB DESCRIPTION

<b>Title</b>	<b>Education &amp; Project Officer</b>
<b>Responsible to</b>	<b>Education &amp; Training Manager</b>
<b>Location</b>	<b>Derry office</b>
<b>Salary</b>	<b>£26,421 - £28,770 (pro rata)</b>
<b>Hours</b>	<b>Part-time, 28 hours</b>
<b>Duration of contract:</b>	<b>10 months, with possible extension (funding dependant)</b>

#### **Informing Choices NI (ICNI)**

Our vision is a society where individuals have the right and freedom to make informed choices about their sexual and reproductive health. Our mission is to champion informed choices around sex, sexuality and reproductive health and emotional wellbeing through advocacy, counselling, education, information, and training.

#### **Main purpose of the job**

To deliver the Just Ask project in the Western, Northern, and Southern Trust areas. Just Ask aims to improve the sexual health of people with a learning disability, difficulty and autistic people and enable them to establish and maintain relationships.

#### **Principal Duties of the Post:**

1. To publicise the aims and objectives of the Just Ask project.
2. To organise and facilitate workshops and one-to-one sessions with people with a learning disability and autistic people.
3. To organise and facilitate workshops and one-to-one sessions with parents and guardians of people with a learning disability and autistic people.

4. To work in partnership with statutory, voluntary and community organisations whose client group include people with a learning disability and autistic people.
5. To maintain a database for the project and prepare monthly and annual progress reports.
6. To review and evaluate the project.
7. To deliver Open College Network Northern Ireland (OCN NI) accredited courses if requested, and to assist with administration regarding the OCN NI accreditation process.
8. To contribute to the overall development of sexual health work within ICNI.
9. To ensure that ICNI's equal opportunities policy is reflected in all aspects of your work.
10. Carrying out other duties from time to time as requested by the senior management team.

**This job description is not intended to be rigid and inflexible, but should be regarded as providing guidelines within which the post-holder works.**

## **PERSON SPECIFICATION**

### ***Essential Requirements***

#### **Experience**

1. At least two years' experience of facilitating groups with people with a learning disability or autistic people.
2. Excellent communication skills, with an ability to communicate creatively, clearly, and effectively with a diverse range of people.
3. Awareness of issues affecting people with a learning disability and autistic people, especially around personal relationships and sexuality.
4. Good organisational skills and experience of developing good working relationships with a wide range of organisations.
5. Ability to prioritise workload and use own initiative.
6. Ability to make a positive contribution to a team.
7. Proficient in the use of Microsoft Office, and experience of using Microsoft Excel to maintain databases, and produce statistical information.
8. A current, valid driving licence and access to a car.
9. Available for evening and weekend work.
10. Commitment to the aims and values of Informing Choices NI