Collective Approach to Rural Exclusion – (CARE)

**Supporting Worker Job Description**

**Job Title:** Support Worker

**Responsible to:** Dennett Interchange

**Based at:** Dennett Interchange, 1 Brook Road, Donemana

**Hours of Duty:** 15 hrs per week

**Salary:** £14:00 per hour

**Duration of Contract:** 14 months pending extension from future funding

The key aim of the Collective Approach to Rural Exclusion (CARE) Programme is -

To reduce social isolation and loneliness experienced by people aged 50+ living in the rural area throughout the Sperrin DEA.

**Main duties:**

* To work in partnership with the five groups within the Sperrin DEA i.e. Brighter Ballymagorry Development Group, Artigarvan Community Response, Dennett Interchange, Glenelly Development Trust and Learmount Community Development Group.
* Report to CARE coordinator to agree and deliver programme as agreed with funders.
* To carry out the day to day administrative, financial and marketing tasks including preparation of reports for Project coordinator.
* Ensure that appropriate information/finance systems are developed and maintained to facilitate monitoring of project work.
* To plan and facilitate a programme of Health & Wellbeing activities to meet the needs of our target group.
* To recruit and motivate participants onto the CARE Project.
* To encourage volunteering in all aspects of the CARE project and investigate the implementation of appropriate volunteer led projects.
* Provide effective leadership, direction and support for volunteers assisting with the project.
* Create and maintain member’s database.
* Ensure effective/positive communication of the project’s profile throughout the duration of the project.
* Maintain records in line with all relevant operational policies and procedures.
* Any other reasonable duties as may be required.
* May include evening and weekend work.

**Personal Specification – Collective Approach to Rural Exclusion (CARE)**

**Support Worker**

Applicants must clearly demonstrate evidence of meeting the criteria as set out below.

**Qualifications and Experience**

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| **Essential Qualifications -** |
| 5 GCSE’s or equivalent including Maths and English  Or  1yrs experience in Administration and Finance |

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| **Essential skills & experience** |
| * Knowledge and experience of organising a funded project i.e. administration, finance and marketing. |
| * Excellent interpersonal skills and the ability to develop strong and effective working relationships. |
| * Excellent organisational and time management skills, the ability to work under pressure to deliver on project targets. |
| * Be computer literate – must have a sound working knowledge of Sage and Microsoft Office i.e. Word, Excel, Publisher, PowerPoint, etc. |
| * Access to a means of transport that enables you to carry out your duties of post. |
| * The post holder must be prepared to work flexible hours including evenings and weekends and be able to attend meetings when necessary. |

This post is funded thanks to the National Lottery