



JOB DESCRIPTION

Job Title: Hours: Community Project Worker
Reporting To: Community Manager

MAIN PURPOSE

Project workers support participants with learning disability and/or autism to take part in community based activities which lead to greater levels of social inclusion. You will be based at one of the community hubs however will be out and about with participants in the community supporting them to access facilities and services and to learn new skills. All community activities promote greater independence, confidence and the development of new skills. Activities include training initiatives, health promotion activities, independent living skills and volunteering opportunities. Project Workers will also liaise with parents/carers on day to day matters including passing on information about activities and resolving any day to day issues that may arise. As no two days are the same, this role requires you to be flexible and to respond to the needs of the group.

MAIN RESPONSIBILITIES

- Support participants to engage and fully integrate with their local community. This will include taking groups out into the local area to use facilities and services including using public transport as well as supporting a range of activities at the centre.
 - Work under the direction and support of your line manager to develop and facilitate a monthly timetable of activities.
 - Support group activities to ensure a positive environment is maintained, dealing with day-to-day issues that may arise. At times this may mean providing additional support which is 1-1 with participants as required.
 - Communicate with colleagues and families to discuss progress and any concerns that may arise.
 - Support the delivery of training programmes and initiatives eg money management, ICT, cookery skills etc.
 - Maintain a safe working environment ensuring individual and activity risk assessments are followed.
-
- The post holder is expected to be flexible and undertake other duties and additional tasks that may be required due to changing priorities or circumstances within reason and competence.

This job description may be subject to change in line with the changing needs and demands of the organisation



Personnel Specification

Essential Criteria

- 6 months experience of working with young people or adults with disability or disadvantage in a paid or voluntary capacity within a training, education or residential setting.
- Able to communicate effectively with various people eg participants, parents/carers and colleagues.
- Demonstrate effective organisational skills eg plan activities, time management and competent at using ICT.

Desirable Criteria

- 4 GCSE's or equivalent qualification (to include Maths, English or ICT)
- 6 months experience of supporting people with **Learning Disability or Autism** within a school, training or residential setting
- Knowledge or experience in working in a horticulture setting and/or support of work placements
- First Aid training
- Completion of Adult Safeguarding / Child Protection training
- Current full driving license valid in the UK, and access to a car or other form of transport which will permit you to carry out the duties of the post in full. NB: *Alternative transport methods will be considered for those who have a disability and cannot obtain a driving license. Successful candidates will be required to ensure that their insurance allows them to use their car for business purposes*
- Support Workers will from time to time be allocated to provide support and services to the other geographical areas. The post-holder will be required to travel to other Orchardville locations and to external stakeholder premises and therefore will need to be able to make their own travel arrangements as necessary. You will be reimbursed for public transport costs if required, or mileage expenses can be paid if business use insurance is in place.

Requirements

The post holder will be asked for proof of the right to work in the UK and will be required to undergo an Access NI check (funded by Orchardville).

Other Requirements

In addition, applicants must be able to demonstrate our values (EQUIP).

