

## 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>Belfast office</b>
<b>Salary</b>	<b>£26,421 - £28,770</b>
<b>Hours</b>	<b>35 hours</b>
<b>Duration of contract:</b>	<b>Permanent, funding dependent</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 ICNI's education projects, including our Just Ask project. 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 ICNI's education projects, including the Just Ask project.
2. To organise and facilitate workshops, including one-to-one sessions with people with a learning disability and autistic people.
3. To organise and facilitate workshops, including 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 will include people with a learning disability and autistic people.
5. To maintain a database for ICNI's education projects, and prepare monthly and annual progress reports.
6. To review and evaluate project work.
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. Excellent communication skills, with an ability to communicate creatively, clearly, and effectively with a diverse range of people.
2. Awareness of issues surrounding personal relationships and sexuality, including how they affect individuals with a learning disability and autistic people.
3. Good organisational skills and experience of developing good working relationships with a wide range of organisations.
4. Ability to prioritise workload and use own initiative.
5. Ability to make a positive contribution to a team.
6. Proficient in the use of Microsoft Office, and experience of using Microsoft Excel to maintain databases, and produce statistical information.
7. A current, valid driving licence and access to a car, or a suitable alternative.
8. Available for evening and weekend work.
9. Commitment to the aims and values of Informing Choices NI

### ***Desirable Requirements***

10. Experience of working with individuals with a learning disability or autistic people.
11. Experience of facilitating groups.