# JOB DESCRIPTION

 JOB TITLE: Project Worker/Volunteer Co-ordinator

 BASED AT: Upper Springfield Development Trust

 Springvale Learning Centre

 200 Springfield Road

Belfast BT12 7DR

 RESPONSIBLE TO: Action Ability Belfast Programme Manager

 HOURS OF WORK: 30 Hours a week

 RATE OF PAY: £24,702.00 PRO RATA

**Action Ability Belfast**

**Action Ability Belfast aims to promote inclusion of local disabled people (physical, learning or sensory disability) into the social, economic and cultural life of the community in the Belfast area.**

**MAIN RESPONSIBLITIES**

Represent Action Ability Belfast ensuring user participation at each group session and ensure each project is of a high quality standard and meets the aims and objectives of Action Ability Belfast.

Relating to services:

1. Act as a support and guidance service, offering a direct point of contact for young people, adults and their families within West Belfast. Offer information about Action Ability Belfast and other services within the area where young people and adults can access opportunities for inclusion.
2. Receive and process referrals on behalf of young people and adults with disabilities wishing to attend inclusive provision.
3. Liaise with parent/carers to identify the person’s needs and to find what support systems/organisations are available within the area or further afield.
4. Identify and refer to appropriate people to undertake assessments of the person’s needs, as required and appropriate.
5. Identify and become familiar with professionals within the area and the statutory, voluntary and community sector. Establish good working relationships with them.
6. To enable young people and adults to develop to their full potential and to work towards reducing the isolating effects of their disabilities wherever possible.
7. To ensure administrative systems are adhered to and that records are maintained and necessary reports are produced in a timely manner.
8. On request and where appropriate contribute to reviews or case conferences.
9. Support the needs of services users/parents/carers, providing guidance on training opportunities and other sources of support where appropriate.
10. Maintain service user records and reporting systems in accordance with the Action Ability Belfast and funder requirements.
11. Work as part of a diverse team in a positive and co-operative way, contributing to the development of the team.
12. Communicate effectively and sensitively with disabled people and their families. Respect diversity and cultural preferences.
13. Participate in appropriate training as directed by the Trust and Programme Managers and identify own training needs.
14. Adhere to policies and procedures in particular confidentiality, disclosure, health and safety, child & vulnerable adult protection, and equal opportunity. Maintain and advise on standards and quality assurance for the service.
15. Actively engage in the procedures for planning, monitoring and evaluation of the service.
16. Assist in identifying and planning future service delivery and funding, targeting people with disabilities in West Belfast.
17. Representing the Action Ability Belfast in the wider field, i.e. membership of relevant committees and groups, attend meetings, provide written responses to consultation documents etc.
18. Be proactive in promoting the service through liaisons, presentations and participation at conferences etc
19. To undertake any other duties appropriate for the post as directed by the Programme Manager.

Relating to volunteers:

1. Recruiting and selection of local volunteers including those under-represented in volunteering such as disabled people etc.
2. Review policies, practices and procedures, which will enable and affirm individuals within their volunteering roles, creating an ethos of community and shared responsibility within Action Ability Belfast.
3. Providing a structured induction process for all volunteers.
4. Identify barriers to volunteering and identify an action plan to overcome these.
5. Working with individual volunteers in assessing training and development needs.
6. Drawing up individual action / work plans for all volunteers
7. To advise volunteers in their job search skills, e.g. by signposting to local Job Assist Centres etc.
8. Encouraging and equipping volunteers to become involved in the Management structures of Action Ability Belfast and the Upper Springfield Development Trust.
9. To undertake any other duties which may be reasonably requested.

**N.B. This job description is not definitive or restrictive and may be modified to meet the changing needs of Action Ability Belfast.**

## PERSON SPECIFICATION

**POST:** Project Worker/Volunteer co-ordinator

**LOCATION:** Upper Springfield Development Trust

Springvale Learning Centre

200 Springfield Road

Belfast BT12 7DR

TRAINING, KNOWLEDGE and EXPERIENCE:

**Essential:**

1. Minimum level two qualification preferably in a social care or disability related area.
2. Training in specific areas of disability and DDA.
3. Awareness of latest developments in legislation relating to disability e.g. DDA.
4. Experience of working with a number of young people and adults with disabilities for at least 3 years. On a one to one basis and in group situations.
5. Understanding the role of the multi disciplinary team in the support of people with disabilities.
6. Demonstrable understanding of the needs of people with disabilities, their families and a range of services.
7. Experience of working with support or care plans.
8. Knowledge and experience of children and vulnerable adult protection issues.
9. Managing workloads and organising placements in conjunction with other agencies.
10. Partnership working with a range of statutory, community and or voluntary bodies.
11. Proficient IT and administration skills.
12. Proven ability to write reports and provide data/statistical information.
13. Proven ability to effectively plan and manage activities which enhance individual personal development through building: - confidence/self-esteem, skills, autonomy and progression.
14. The ability to co-ordinate other people.
15. Proven record of supporting people to achieve their goals.
16. Effective in managing difficult situations

INTERPERSONAL SKILLS:

Essential:

1. Excellent communicational skills written, oral and positive contributions at meetings.
2. The proven ability to develop excellent working relationships with young people/adults//parents/carers and other professionals.
3. The ability to work under direction and alongside other professionals in a multidisciplinary approach.
4. Experience of working in and contributing to a diverse team structure.

JOB SPECIFIC

Essential:

1. The ability to travel efficiently to visit placements and attend required meetings.
2. To adopt a flexible approach to working hours of duty.

**OTHER:**

**Essential:**

1. Commitment to equality and diversity.
2. Excellent organisational skills
3. The proven ability to manage own workload and use on own initiative.
4. Have access to a vehicle for work purposes. The Upper Springfield Development Trust gives regard to people with disabilities who may not hold a driving licence. If this is the case, please demonstrate how you can fulfil the travel requirements for the post for which you are applying.