

Human Resource Quality Manual 3	Issue date: 16 <sup>th</sup> August 2018
Doc Code TCF/HR/F020	Issue 2 – updated Aug 2019



# Job Description

<b>Title of Post:</b> Right 4 U Project Officer <b>(Please Note:          Previous applicants need not          apply)</b>	<b>Location:</b> Office base: Ravenhill Reach Office (BHSCT)
<b>Accountable to:</b> Service Manager	
<b>Purpose of the Job:</b> The Project Officer will provide a range of interventions that will enable individuals engaging in the service to overcome barriers and become more independent. This job involves some evening and weekend work.	
<b>Salary/Hourly Rate:</b> 4 point incremental scale commencing on £23,080 per annum, pro rata	<b>Hours of Work: 2 posts</b> Post 1; 37 hours per week – evening work required (permanent) Post 2; 35 hours per week – evening work required (1 year initially)
<b>Closing Date:</b> 27 <sup>th</sup> January 2022  <b>Interview Date:</b> 7 <sup>th</sup> February 2022	<b>Length of Contract:</b> Post 1; Permanent Post 2; 1 <sup>st</sup> February 2022 – 31 <sup>st</sup> January 2023 initially

## Benefits

- Starting on 20 days annual leave pro rata plus Cedar recognises 12 statutory days
- Cedar offer an enhanced auto-enrolment pension scheme consisting of 4% employee contribution and 5% employer contribution.
- Occupational Sick Pay Scheme
- Investor in People Champion with commitment to development of the staff team through training and learning opportunities
- Staff recognition & reward incentives aligned to high standards of performance
- Cycle to work scheme.
- Cashback health scheme
- Special offers at over 600 leading high street and online retailers.

## Key Duties & Responsibilities:

### Customer

Person Centred Practice:

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- To identify, assess, plan and facilitate a range of individual strategies and activities to promote personal resilience and improve access to mainstream community provision.
- To develop a customised programme of community-based activity for individuals with ASD (and their family if applicable) that will encourage their engagement within local community.
- To use the expert knowledge of individual and their families when assessing and developing strategies that ensure agreed outcomes are achieved.
- To facilitate visits to community groups, recreational providers or other mainstream inclusive provision, ensuring that the sensory needs of the individual are considered.
- To facilitate workshops and training events for families, carers and parents either in partnership with local organisations or independently.
- To facilitate the provision of support interventions including the recruitment of volunteers/mentor, if appropriate, which will enable service users to access mainstream activity.
- To facilitate personal development programmes tailored to individual needs of the service users.
- To develop and maintain a professional, empathetic and informative working relationship with individuals, families, carers, advocates and other professionals.

### **Quality**

- Work within the quality assurance systems within Cedar (ISO Quality Management System)
- To work within the Health & Safety and Risk management practices in place
- Regular monitoring and review jointly with service users and referral agents

### **Financial**

- Work towards full occupancy to meet compliance with funders in conjunction with referral agents
- Work with current financial administrations systems of The Cedar Foundation
- To work as efficiently as possible in delivery of the service, implementing green initiatives and efficiency savings measures

### **Learning & Growth**

- To undertake The Cedar Foundations mandatory induction training
- To attend training as identified through training and development plan
- To participate in improvement activity within the organisation
- To promote the image of the organisation to the wider community

### **General**

- To adhere at all times to all Cedar organisational policies and codes of conduct, including smoke free policy, IT security policy, standards of attendance, appearance and behaviour.
- To participate in marketing and promotional activities to raise the profile of Cedar Services
- Understand that this post may evolve over time and that this job description will therefore be subject to review in the light of changing circumstances. Other duties of a similar nature and appropriate to the grade may be assigned from time to time.

**This Job Description is a general outline of the post as it is currently perceived by Cedar Foundation. It is not intended to be restrictive or definitive.**

**Each member of staff will have an individual work plan agreed with them following appointment to the post, which is aligned to the organisation’s strategic plan.**

**The responsibilities of the post may change in line with continuous improvements as Cedar aims to meet its vision and best respond to the needs of disabled people accessing our services.**

**Person Specification:**

**ESSENTIAL CRITERIA** – all applicants **MUST** be able to demonstrate either at short-listing or at interview all essential criteria listed below. Applicants should therefore make it clear on their application form whether or not they meet these criteria. Failure to do so may result in you not being shortlisted. The stage in the process when the criteria will be measured is stated below.

**The following are essential criteria which will be measured at short listing stage:**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidenced By:</b>
<b>Education/Training/Qualifications &amp; Experience</b>	RQF level 6 (e.g. Bachelor’s Degree) or equivalent level in Psychology, Education, Community work, Health & Social Care or a relevant discipline professional qualification <b>AND</b> 1 years paid experience in working with individuals with ASD to include developing strategies to enhance their social interaction <b>OR</b> Minimum RQF 4 or equivalent in Psychology, Education, Community work, Health & Social Care or a relevant discipline <b>AND</b> 3 years’ experience as above	Completion of accredited ASD qualification  Experience of assisting in the delivery of a range of innovative and good practice models for individuals with ASD or vulnerable groups of people  An understanding of behavioural strategies when working with individuals with autism	Application form
RQF Qualification framework table: <a href="https://www.nidirect.gov.uk/articles/qualifications-what-different-levels-mean">https://www.nidirect.gov.uk/articles/qualifications-what-different-levels-mean</a>			
<b>Specialist Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>Proficiency in IT skills, specifically Microsoft Word, Excel, Outlook</li> </ul>	Knowledge of relevant organisations and their roles in supporting access to social and community activities	Application form

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	<ul style="list-style-type: none"> <li>Ability to work independently with good organisational, communication &amp; interpersonal skills</li> </ul>	Facilitation and group work skills	
<b>Circumstances</b>	Hold a full current driving license valid for use in the UK and Ireland and have access to a car on appointment. <i>This criterion will be waived in the case of a suitable applicant who has a disability which prohibits them from driving but who is able to organise suitable alternative arrangements in order to meet the requirements of the post in full.</i>		

**The following are essential criteria which will be measured at interview stage:**

<b>Core Values</b>
<ul style="list-style-type: none"> <li><b>Collaborative</b> working</li> <li>Commitment to building a community that recognizes <b>Equality</b> and <b>Diversity</b></li> <li>Ability to support service users to <b>Achieve</b> their full potential</li> <li>Demonstrating <b>Resilience</b> to meeting the objectives of the job</li> </ul>
<b>Experience</b>
<ul style="list-style-type: none"> <li>An understanding of the support needs and challenges faced by individuals with ASD and the impact on their lives</li> <li>Ability to relate well and motivate service users</li> <li>Demonstrable experience working with individuals who are socially isolated.</li> </ul>
<b>Specialist Knowledge &amp; Skills</b>
<ul style="list-style-type: none"> <li>Delivering a person-centered service with respect, care and compassion</li> <li>Demonstrate knowledge of safeguarding, disability and equality issues</li> <li>Ability to use initiative to be solutions focused</li> <li>Interagency working</li> <li>Effective communication skills to meet the needs of the post in full</li> </ul>

Post interview

<b>Other Requirements</b>	<b>Evidenced By:</b>
<ul style="list-style-type: none"> <li>Valid work permit</li> <li>Access NI check</li> <li>Able to fulfil the Occupational Health requirements for the post</li> <li>Job References</li> <li>Driver/Car documentation</li> </ul>	<ul style="list-style-type: none"> <li>Work permit</li> <li>Valid documentation</li> <li>Occupational Health questionnaire</li> <li>2 satisfactory references</li> <li>Valid driver's licence, business insurance &amp; MOT certificate (if relevant).</li> </ul>

**THE CEDAR FOUNDATION IS AN EQUAL OPPORTUNITIES EMPLOYER**