



Post of Project Worker Adult Short Breaks

**Job Specification & Job Description
Including Eligibility Criteria and Appointment Notes**

Job Ref: PW 04/22

incredABLE, 162 Portadown Road, Richhill, Co. Armagh, BT61 9LJ

● Tel: (028) 38872111 ● Email: info@incredABLEni.org.uk

“Registered with The Charity Commission for Northern Ireland, NIC101118”; Company Limited by Guarantee, No: NI62968”

JOB SPECIFICATION – Adult Short Brecks - Project Worker - Job Ref PW04_22

1.0 INTRODUCTION

- 1.0** Completed application forms must clearly demonstrate the qualifications, experience and skills sought, and can be returned to incredABLE (info@incredable.org.uk)
- 1.1** CV's or other supplementary material will not be accepted in place of, or in addition to, completed application forms.
- 1.2 Applications to arrive at: 4pm – 27th May 2022**
- 1.3 It is anticipated that interviews will take place week beginning of June 2022**

2.0 BACKGROUND

2.0 incredABLE is a voluntary organisation that works to provide a range of support services for people with learning/ intellectual disabilities, physical disabilities, sensory disabilities, and autism throughout the Southern Trust area of Northern Ireland, which includes Armagh, Banbridge, Craigavon, Dungannon, Newry and Mourne.

incredABLE prides itself in delivering high-quality person-centered services. We provide the necessary support for individuals to engage in meaningful opportunities.

incredABLE believes that everyone is an individual and has the right to have an active role within their local community, develop friendships and have their voices heard; At the same time, we recognise the need to provide regular and consistent breaks from caring for parents and carers.

We currently support more than 300 children and adults with a disability and their families.

We deliver our projects and services almost entirely with support of volunteers who spend their time facilitating young people and adults, who due to their disability are unable to access day-to-day activities that many people take for granted.

A 10-member Executive Committee oversees the management of the Organisation.



3.0 LOCATION

The successful candidate will be working throughout the Southern Trust Area. The main office for incredABLE IS 162 Portadown Rd, Armagh BT61 9LJ

DUTIES AND RESPONSIBILITIES

3.0 The Project Worker will be responsible to the Contracts Manager. The worker will be expected to create programme plans that respond to the individual needs of the adults attending the short break. Facilitating all aspects of practical support and/or personal care. Leading a small team that will support you. The short break is Friday evening – Sunday lunchtime.

3.1 Applicants must be able to demonstrate the ability to undertake all the duties and responsibilities identified in the Job Description.

3.2 PURPOSE OF THE JOB

As a Project Worker with in incredABLE, the expectation is that you plan the weekend with those involved when possible. You will also be required to write a report on each individual attending, the activities, personal care carries out and with input from your support worker, participants and volunteer a summary on how the weekend went.

JOB DESCRIPTION - KEY RESPONSIBILITIES

- 3.2.1** To ensure that the participants have choice in selecting activities they want to be part of, that they feel listened to, respected and that they are safeguarded throughout the duration of the activity.
- 3.2.2** To provide personal care where appropriate. This could include assistance with toileting, feeding, and drinking, giving medication.
- 3.2.3** The provision of the necessary advice/instructions to carers as appropriate.
- 3.2.4** Reports any changes in a participant's condition, as well as all untoward incidents/accidents to an appropriate senior member of staff in accordance with IncredABLE's procedures.



- 3.2.5** To treat all participants with appropriate respect and courtesy and regard all matters relating to the individual and his/her circumstances as strictly confidential.
- 3.2.6** To maintain effective relationships with all appropriate members of staff involved with the individual's care.
- 3.2.7** To work as part of and lead a team, which could include a sessional support staff member, a volunteer, and a volunteer driver.
- 3.2.8** To participate in all incredABLE's training as identified and required.
- 3.2.9** To complete detailed written reports on the overall programme activities and any personal care tasks carried out.

General

- To ensure all duties and responsibilities are carried out in a manner consistent with incredABLE's policies and procedures and in a way, that will enhance the organisation's reputation.
- To carry out all duties and responsibilities in compliance with Safeguarding and Health and Safety policies, quality, and statutory regulations.
- Any other relevant duties where required.

The above duties and responsibilities cannot totally encompass all tasks, which may be required of the post-holder. They may therefore vary from time to time without changing the post or level of responsibility; this is reflected in the salary level.



4.0 PERSONNEL SPECIFICATION

4.0 Eligibility Criteria

Criteria	E or D *	S or I **
Experience/Qualifications/Knowledge		
Up to two years' experience working in a health and social care environment, school, or community sector in learning difficulty/learning disability	D	S & I
Level 3 qualification in Health and Social Care and or a relevant care qualification	D	S & I
Skills and Abilities		
Experience and knowledge of planning and participation	D	S & I
Ability to undertake a range of personal care and practical care tasks in accordance with a care plan	E	S&I
Ability to work effectively as a team member. Have good communication skills	E	S&I
***Access to a car or access to an alternative form of transport to meet the travel requirements of the job business insurance has to be on the vehicle used	D	S&I
Requirements: Personal Qualities/Circumstances		
Be self-motivated, reliable & committed	E	I
Ability to work flexiable, unsocial hours including evenings, weekends	E	I
Committed to promoting equality of opportunity, particularly sensitive to the needs of people with disabilities and their carers/relatives	E	S&I
The successful candidate will be required to undergo an enhanced check via the Access (NI) Service before commencement of employment.	E	I
Access to a car or access to an alternative form of transport to meet the travel requirements of the job (including business insurance).	E	



***E** = essential criteria **D** = desirable criteria

****S** = shortlisting criteria **I** = interview criteria

******* = Consideration will be given to alternative travelling proposals in respect of applicants with a disability who cannot hold a licence.

5.2 Short listing Criteria

Short listing will be carried out in respect of the Essential Criteria, but we reserve the right to enhance the short-listing criteria to include the Desirable attributes.

Please Note:

Only those applicants, who appear, from the available information as provided in a returned application form, to be most suitable, in terms of relevant skills, experience and ability will be invited to interview. It is therefore essential that you fully describe in the application form how you meet the experience and qualities sought. It is not appropriate simply to list the various posts that you have held. Assumptions will not be made from the title of posting(s) as to the skills and experience you may or may not have gained. Applications that do not provide the necessary detailed information in relation to each of the stated criteria will be rejected.

5.0 APPOINTMENT NOTES

5.0 Generally, a weekend short break is 28 hours (Friday-Sunday). We do also offer 4 night and weeklong short breaks. The appointment will be to incredABLE. All appointments are subject to the satisfactory completion of a 6-month probationary period.

5.1 The successful candidate will start at the hourly rate of **£10.47 per hour**
There will be an annual leave allowance of 28 days (pro rata).

5.2 The successful candidate will be given suitable training, including on-the-job training and formal specialised courses, as necessary.

6.0 GENERAL INFORMATION

6.0 incredABLE is committed to equality of opportunity in employment and welcomes applications from all suitably qualified candidates irrespective of religious belief, gender, gender identity, disability, race, political opinion, age, marital status, sexual orientation or whether they have dependents. All applications for employment will be considered based on



merit. To demonstrate our commitment to equality in employment we need to monitor the community background of all employees and job applicants as required by The Fair Employment and Treatment (NI) Order 1998. Therefore, we require all job applicants to complete and return a Monitoring Questionnaire in a sealed envelope, (provided for this purpose). Personnel involved in either the short-listing or interview selection processes will not see its contents. If you do not complete this questionnaire and return it with your completed and signed Application Form, we will not be able to process your application to the next stage of selection.

- 6.1** A detailed Contract of Employment will be issued to the successful candidate within 8 weeks from the date of commencing work.
- 6.2 THIS CORRESPONDENCE SHOULD NOT BE TAKEN AS CONSTITUTING THE PROPER TERMS AND CONDITIONS OF EMPLOYMENT FOR THIS POST.**

