



## Job Description

**Job Title:** Project Support Worker

**Reports to:** Project Manager

**Tobin Centre** (formerly Tobin Youth Centre) was established in 2013.

The Charity's objects ("Objects") are specifically restricted to the following: -

To act as a resource for babies, toddlers, young people and their parents and guardians living in Moortown and its surrounding areas (the "area of benefit") by providing advice, assistance and support and organising programmes of physical, educational and other activities as a means of:

- (a) provides an environment which encourages education and social development for babies and toddlers (children under four) whilst providing a friendly and supportive network for parents and carers.
- (b) advancing in life and helping young people and their parents and guardians by developing their skills, capacities and capabilities to enable them to participate in society as independent, mature and responsible individuals;
- (c) promoting education and training;
- (d) promoting amateur sport and advancing health; and
- (e) providing recreational and leisure time activities in the interests of social welfare to improve their conditions of life.

**The Base Project:** The overarching aim of The Base Project is to develop a comprehensive programme of activities to promote positive health and wellbeing among children with additional needs and their families.

**Purpose:** Develop and deliver safe and effective programmes at Tobin Centre, which does include infrastructural improvements to Tobin Centre.

**Key Requirements:** To support the Project Manager in developing and delivering the project aimed at supporting the health and wellbeing of children with additional needs and their families.

## **Main Duties & Responsibilities**

### **Project Delivery**

- To support the Project Manager in the development of a programme of activities for The Base @ Tobin Project.
- Assist with the daily running of activities including set-up and rota of sessional workers. This would include co-ordinating and assisting with the delivery of all activities.
- Support children with additional needs and their families at activities, attending as necessary.

### **Records Management and Reporting**

- General administration duties.
- To maintain accurate and up to date records including database of individuals involved in The Base @ Tobin project and attendance at activities.
- To assist in the organisation of information events/workshops/training for sessional workers and volunteers, the children with additional needs and their families.

### **Governance and Compliance Management**

- Adhere to relevant policy and procedure.

### **Stakeholder Management**

- Represent The BASE @ Tobin on outside bodies and working groups as deemed appropriate by the Project Manager.

### **Management of staff and volunteers**

- To support the Project Manager in the development of sessional support worker roles and volunteer roles and opportunities.
- To assist in the organisation of information events/workshops/training for sessional workers and volunteers.

### **Promotion/Raising Awareness**

- To aid in the awareness of the issues affecting young people with additional needs and their families.
- To support the development of promotional material in relation to this project.
- To assist in the organisation of information events/workshops/training for children with additional needs and their families.
- To support and actively promote the work of The Base project as well as through Tobin's website and social media.

### Other duties and responsibilities

- Undertake other such duties as the Tobin Centre Committee require within reason.
- Be prepared to undertake unsocial hours for which Time of in Lieu is given on agreement with Tobin Centre Committee.
- Carryout any other duties appropriate to the post.

***This job description is intended for guidance, and you will be expected to carry out any other duties as required by the Tobin Centre Committee.***

Tobin Centre reserves the right to amend or change this job description to suit the changing needs of the project. Any changes will be notified within one month of the change taking place. It is a requirement that you co-operate with such changes and training will be provided as appropriate.

### Person Specification

#### **CRITERIA**

#### **Qualifications / Experience**

<b>Description</b>	<b>Essential</b>	<b>Desirable</b>
Minimum of 5 G.C.S.E or equivalent grade C and above, must include Maths and English.	✓	
Level 3 Diploma in Children's Care Learning and Development.		✓
Minimum of 2 years' experience of working in the community and voluntary sector.	✓	
Experience of working with children and young people, in particular children and young people with additional needs.	✓	
Excellent verbal and written communication skills.	✓	
Excellent planning and organisational skills.	✓	
Ability to work on own initiative under minimum supervision.	✓	
Experience of record keeping and maintaining a database.	✓	
Proficient in IT skills and use of Microsoft Office including Excel Spreadsheets	✓	
Ability to travel to various locations as and when required (Possession of a full driving licence and access to a car for business travel or have a means to fulfil the travel requirements of the post).	✓	

Ability to work flexible hours, including evenings and weekends.	✓	
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### **Knowledge**

<b>Description</b>	<b>Essential</b>	<b>Desirable</b>
Working knowledge of and empathy with key issues relating to access to services that enable social inclusion within communities.	✓	
Working knowledge of Community and Voluntary sector within Mid Ulster.		✓
Working knowledge of Data Protection, Good Governance, Equality and Health and Safety Standards.		✓
Working knowledge of Risk Management		✓
Knowledge and understanding of issues facing children and young people with additional support needs.		✓

### **Terms and Conditions**

Job title: Project Support Worker

Contract: 5 Year Fixed Term Contract

Salary Level: £27,500 (£14,583 pro rata – 16 hours per week)

Hours: 16 hours per week – Evenings and weekends required.

Notice Period: 1 Month in writing.

Location: Tobin Centre, Moortown. Due to the nature of the post, there may be some travel throughout Mid Ulster District.