

## JOB DESCRIPTION

**Job Title:** Project Worker (1-1 Support)  
**Reporting To:** Community Manager  
**Hours:** Up to 26 hours per week, job share considered.  
**Working Pattern:** Monday - Thursday 9.30 – 3.00 pm Friday: 9.30 – 1.30  
**Location:** North Down Office, 6 Enterprise Road, Conlig, BT19 7TA  
**Contract:** Permanent, subject to funding

## MAIN PURPOSE

Your role is to support a participant on a 1-1 basis who has a learning disability and autism to take part in project activities across the week. The participant requires support to process information, learn new tasks and to transition to the next activity. A Positive Behaviour Support Plan has been developed to support engagement within the group activities and also includes some quiet time throughout the day. Training will be given on how to support the participant using the strategies outlined in the plan. **NB: The 1-1 support does not require you to do any regulated activity such as personal care, feeding the participant or any form of restraint.**

The participant currently engages in a variety of group based activities across the week including cookery, music, arts/ crafts, gardening and visits to local shops and services. The activities support the development of social / communication skills, independence and wellbeing. Even though you are working 1-1, you will be part of the community team working alongside the rest of the staff to deliver the programme.

## MAIN RESPONSIBILITIES

- Working 1-1 you will support a participant to engage in various group based activities throughout the week based at the North Down centre as well as activities in the community.
- Support the participant to follow the strategies within the positive behaviour support plan to ensure a positive environment is maintained, dealing with day-to-day issues that may arise.
- Completion of reports and other admin associated with providing the 1-1 support including regular updates with manager.
- Maintain a safe working environment.

- The post holder is expected to be flexible and undertake other duties and additional tasks that may be required due to changing priorities or circumstances within reason and competence.

**This job description may be subject to change in line with the changing needs and demands of the organisation.**

## Personnel Specification

### Essential Criteria

- 6 months experience of working with young people or adults with disability or disadvantage in a paid or voluntary capacity within a training, education or residential setting.
- Able to communicate effectively with various people e.g. participants, parents/carers and colleagues.
- Demonstrate effective organisational skills e.g. plan activities, time management and competent at using ICT.

### Desirable Criteria

- 4 GCSE's or equivalent qualification (to include Maths, English or ICT)
- First Aid training
- Completion of Adult Safeguarding / Child Protection training
- Experience of following a Positive Behaviour Support Plan.
- Current full driving license valid in the UK, and access to a car or other form of transport which will permit you to carry out the duties of the post in full. *NB: Alternative transport methods will be considered for those who have a disability and cannot obtain a driving license. Successful candidates will be required to ensure that their insurance allows them to use their car for business purposes.*

### Requirements

The post holder will be asked for proof of the right to work in the UK and will be required to undergo an Access NI check (funded by Orchardville).

### Other Requirements

In addition, applicants must be able to demonstrate our values (EQUIP).

