

**Job Description**

**Job Title: Hours:** Project Worker

**Salary:** £17,620 per annum + 7% employer pension contribution, 1% employee

**Reporting To:** Community Manager

**Hours:** Up to 27 hours per week, job share considered.

**Working Pattern:** Monday - Thursday 9.30 – 3.00 pm Friday: 9.30 – 2.30

**Location:** North Down Office, 6 Enterprise Road, Conlig, BT19 7TA

**Contract:** Permanent, subject to funding

**Main Purpose**

Your role is to support participants who have a learning disability to take part in day opportunity activities across the week, this will include working 1-1 and with small groups. The activities are delivered at our premises as well as out in the community. A typical week of activities includes cookery, music, arts/ crafts, gardening, training courses and visits to local shops and services. All of the activities support the development of social / communication skills, independence and wellbeing.

**MAIN RESPONSIBILITIES**

* Working as part of a team you will support participants to engage in various group based activities throughout the week based at the North Down centre as well as activities in the community.
* You will support project officers to prepare each day for group activities as required, this might involve setting up the room, shopping for resources or contacting participants about the timetable.
* You will support participants to ensure a positive environment is maintained, dealing with day-to-day issues that may arise alongside the Project Officers. This also includes providing 1-1 support to participants at times during the week.
* Completion of reports and other admin associated with the activities 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**

* 3 months experience of working with young people or adults with disability or disadvantage, paid or voluntary.
* Able to communication effectively and confidently with various people e.g. participants, parents/carers and colleagues.
* Able to demonstrate good organisational skills e.g. plan activities, time management.
* Competent at using IT e.g: Microsoft Word, send emails, use internet and Apps

**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, applicantsmust be able todemonstrate our values (EQUIP).

