

Skills for People

Job Title:	Project worker
Hours:	Up to 17.5 hours per week, open to flexible working / job sharing
Holidays:	25 days pa pro rata
Salary:	£22,445 pa pro rata
Responsible to:	Deputy Chief Executive

Purpose of Job:

- *To support Independent Voices, a self advocacy group of people with learning disabilities based in Redcar and Cleveland. Independent voices meet weekly to discuss issues of importance and plan the direction of their work.*
- *To support the Planning for a Good Life project which aims to plan with individuals with a learning disability, with or without a budget, to ensure people are living the life they chose and to provide / create community connections by mapping what is happening across the area.*

Main duties

1. Support to groups of disabled people

- a) To provide support and facilitation for self advocacy, peer support and self help groups of disabled people and their families.*
- b) To support disabled people and family carers to take on leadership roles.*

2. Delivering training

- a) To develop and facilitate training and events for a range of participants, in discussion with line managers.*
- b) To support disabled people and family members to deliver training and events.*

3. Facilitating service user engagement and consultation.

- a) *To design and carry out consultation seeking the views of disabled people and or family carers, in discussion with line managers*

4. Supporting disabled people to be involved

- a) *To support disabled people and family carers to play an active role in all aspects of Skills for People including governance and service delivery, as directed by line managers.*

5. Support to disabled people and their families (Planning for a good life)

- a) *To support individual disabled people and their families with information, guidance, facilitation of support plans, person centred plans in order that they can have control over their lives, live fulfilled lives, included in the communities of their choice.*
- b)

Other duties

- a) *To prepare accessible and useful materials to support the work of Skills for People, and/or the involvement/learning of disabled people and others in all aspects of the work of the organisation.*
- b) *To be actively involved in promotion of the work of the organisation and income generation for the organisation.*
- c) *To carry out evaluation, and research on behalf of the organisation.*

Liaising and Networking

- a) *To maintain contacts with relevant agencies and individuals to make sure that the rights of disabled people and their families are promoted.*

- b) To attend relevant meetings and events to achieve the aims of Skills for People and raise awareness of the work of the organisation.*

Administration

- a) To maintain appropriate records of all work with service users and other work.*
- b) To submit verbal and written reports as requested by line managers.*
- c) To monitor and evaluate the work of the organisation as directed by line managers*

Other duties

- a) To adhere to all policies of Skills for People*
- b) To attend Skills for People Programme Committee, staff team meetings and other meetings as directed by the Manager.*
- c) To participate in supervision and appraisal systems.*
- d) To undertake other duties as appropriate to this post as directed by line managers*
- e) To work across a range of locations, across the Redcar and Cleveland Area.*
- f) To work outside office hours at evenings and weekends as required.*