



Better Lives, Better World

Job Description

Job Title: Project Worker – Tyneside Adults Team
Responsible to: Project Manager
Responsible for: Self-advocates, volunteers.

Overall Objectives of the post:

- To deliver a range of Skills for People services and projects
- To carry out all aspects of project management including planning, delivery, monitoring and evaluation
- To work with colleagues to develop and promote Skills for People, its reputation and work

Main duties

Project Workers work on a range of projects and services, and may be required to work on more than one.

The main duties are set out below.

1. Support to disabled adults and their carers

To support adults with a learning disability and/or autistic adults and their carers

2. Support to groups of disabled people

- a) To provide support and facilitation for groups of disabled people and their carers
- b) To support adults with a learning disability and/or autistic people to take on leadership roles, for example as trainers, or Quality Checkers.

3. Awareness raising and education

To provide workshops, courses and information to raise awareness among disabled people, and their parents/carers and others.

4. Protection of the rights of disabled people

To protect the rights of disabled people through individual and group work. To protect people's right in all aspects of their lives.

5. Supporting disabled people to be involved

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

6. Liaising and Networking

- a) To maintain contacts with relevant agencies and individuals
- b) To attend relevant meetings and events to achieve the aims of Skills for People and raise awareness of the work of the organisation.

7. Social media

To use a range of social media platforms to deliver our work

8. Administration

- To prepare accessible and useful materials to support the work of Skills for People.
- To be actively involved in promotion of the work of the organisation and income generation for the organisation.
- To carry out evaluation, and research on behalf of the organisation.
- To maintain appropriate records of work.
- To submit verbal and written reports as requested by line managers.
- To organise and chair meetings.

9. Other Duties

- a) To work with Skills for People's core values as a disability led organisation.
- b) To attend and participate in team and staff meetings at Skills for People.
- c) To participate in training, supervision and appraisal.
- d) To follow the organisation's policies and procedures.
- e) To travel regularly across Tyneside and occasionally regionally and nationally as required
- f) To undertake any other reasonable duties as required

Person Specification

Please refer to this person specification your supporting letter. Pay particular attention to qualities that are assessed at the application stage.

Note that all jobs at Skills for People are subject to DBS clearance.

Experience, knowledge, skills and personal qualities	Essential (E) Desirable (D)	How assessed CV/letter/interview/ presentation/ references/ certificates
Experience		
1. Experience of working with people with a learning disability or other disenfranchised people.	E	CV/letter/interview
2. Experience of facilitating groups.	E	Interview/presentation
3. Experience of seeking the views of people and collating them.	E	CV/letter/interview/ presentation
4. Experience of working in person centred ways.	E	CV/letter/interview
5. Experience of working within the community.	E	CV/letter/interview
6. Experience of facilitating person centred plans or of working with Individual Service Design.	D	CV/letter/interview
7. Experience of working in ways that support people with learning disabilities to take the lead.	D	CV/letter/interview
8. Experience of designing and delivering training or awareness raising.	D	CV/letter/interview/ presentation
9. Experience of working in a user-led organisation.	D	CV/letter
10. Experience of supporting people with self directed support.	D	CV/letter/interview
Skills and abilities		
1. The ability to communicate effectively and accessibly with people with learning disabilities.	E	CV/letter/interview/ presentation
2. The ability to plan, prioritise and work on your own initiative.	E	Letter/interview
3. The ability to present information in a variety of ways as appropriate to the situation / audience.	E	CV/letter/interview

4.	The ability to manage situations where conflict might arise.	E	Letter/interview
5.	The ability to work as part of a team.	E	Letter/interview
6.	The ability to support disenfranchised people and/or people with learning disabilities to take the lead.	E	CV/letter/interview/ presentation
7.	The ability to organise meetings and events.	E	CV/letter/interview
8.	IT skills.	E	CV/letter
9.	The ability to use a range of smart devices, online platforms, to connect with a wide range of people.	D	Letter/interview
10.	The ability to use social media in day-to-day work.	D	CV/letter
11.	The ability to work outside ordinary office hours, in evenings and at weekends when necessary.	D	Letter
Knowledge and qualifications			
1.	Knowledge of the oppression and discrimination faced by people with a learning disability or other disenfranchised people.	E	Letter/interview
2.	Knowledge and practical understanding of the Social Model of Disability and the Self Advocacy Movement.	E	Letter/interview
3.	Knowledge and understanding of the philosophy and principles of user-led organisations.	E	Letter/interview/ presentation
4.	Some knowledge of relevant legislation and policy initiatives.	E	Letter/interview
5.	Knowledge of personalisation and self-directed support.	E	Letter/interview/ presentation
Personal qualities			
1.	The postholder must be able to meet the travel requirements of the post.	E	Interview/references
2.	Friendly and approachable.	E	Interview/references
3.	Well organised and reliable.	E	Interview/references
4.	Trustworthy and honest.	E	Interview/references
5.	Can meet the travel requirements of the post (by personal or public transport).	E	Interview/references
6.	Demonstrates Skills for People's values.	E	Interview/references