

Skills for People

Job Description

Job Title:	Project Support Worker
Hours of Work:	21 hours per week
Salary:	£18,426 per year pro rata
Holiday Entitlement:	25 days per year pro rata, plus days to be taken when office closes in December as determined each year

Objectives of the post:

- To work in collaboration with Project Workers and Project Managers to support the delivery a range of Skills for People services.
- To support all aspects of project management and delivery: including planning, preparation, delivery, recording, reporting, monitoring and evaluation.

Main duties

Project Support Workers will be required to work on a variety of projects. Each project may involve different elements of these duties. The following list is not exhaustive.

1. Support to disabled people and their families

To support individual disabled people and their families. This may involve providing information, guidance or education/awareness raising, usually under the guidance of Project Workers.

2. Support to groups of disabled people

To provide support and facilitation for groups of disabled people and their families: these may include speaking up groups, social groups, and peer support. This may involve setting up meetings, inviting people, organising the room, refreshments. It may involve working alongside groups to help them learn, gain confidence or take part in meetings. It might include leading an activity alongside a project worker. It may involve setting agendas and creating activities and creating presentations. It may include recording and reporting.

3. Awareness raising and education

To support workshops, courses and the creation of information (digital and printed) to raise awareness among disabled people, their families and others. This may include helping to create workshops, leading workshops or courses with the support of a colleague or supporting disabled people with lived experience to deliver them.

4. Protection of the rights of disabled people

This may involve supporting individuals to understand their rights, or supporting groups to learn about their rights and express their views, in collaboration with colleagues.

5. Facilitating engagement and consultation.

This may involve helping local people to give their views to health and social care service providers, at events, or through surveys, with the support of colleagues.

6. Supporting disabled people to be involved in Skills for People

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. This may include the support of an individual employee or volunteers to carry out their job / role.

7. Other duties

7.1 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.

7.2 Administration

- a) To keep appropriate records of work carried out
- b) To give verbal and written reports as requested by line managers.
- c) To monitor and evaluate the work of the organisation as directed by line managers
- d) To help in the preparation of materials to support the work of Skills for People
- e) To support the organisation in its monitoring and evaluation
- f) To be involved in promotion of the work of the organisation

7.3 General duties

- a) To participate in staff meetings
- b) To participate in staff training, supervision and appraisal
- c) To work within the organisation's policies and procedures
- d) To undertake any other reasonable duties as required
- e) To work across a range of locations, which may include office and home working
- f) To work occasionally outside office hours at evenings and weekends
- g) To travel in line with the requirements of the post