



Better Lives, Better World



Job Description

Funded by The National Lottery through The National Lottery Community Fund

Job Title: Project Development Worker
Team: Health and Wellbeing Team
Responsible to: Tyneside Adults Team Manager
Contract: 2 days per week till end of March 2027

Purpose of the post:

- To develop Skills for People's Volunteer offer.
- To recruit, induct and provide support to volunteers.
- To work in partnership with other organisations to increase our offer within the community.
- To support disabled people.
- 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.

Key Tasks

1. Duties specific to this post

- a) To liaise with the volunteer centre to recruit volunteers.
- b) Ensure that each volunteer has induction and training and a clear job description.
- c) To provide ongoing support to volunteers.
- d) To explore additional qualifications and opportunities for Volunteers
- e) To develop links with other community organisations.
- f) To develop potential partnerships for shared activities.
- g) To support the steering group

2. Project delivery

- a) Support people with a learning disability and/or autism and their carers.
- b) Support and facilitate groups of disabled people and their carers.
- c) Support adults with a learning disability and/or autistic people to take on leadership roles, for example as trainers or advocates.
- d) Design and facilitate workshops, courses and information sharing sessions to raise awareness of issues that matter to disabled people and/or parents/carers and/or other professionals.
- e) Protect the rights of disabled people and carers and /or parent carers and their children, through individual and group work.
- f) Promote people's right in all aspects of their lives.
- g) Empower disabled people and carers and /or parent carers to play an active part the way that Skills for People is run, and in deciding what it does, including governance and service delivery, as directed by line managers. Use a range of social media platforms to deliver the work.
- h) Prepare accessible and useful printed and digital materials as required.

3. Reporting and liaising

- a) Ensure high standards of record keeping using data bases (such as Charity Log), and other recording systems.
- b) Carry out monitoring and evaluation, analysing project outcomes, and to provide evidence of impact to funders and the Board.
- c) Give verbal and written reports, as required.
- d) Build and maintain effective networks with relevant agencies and professionals.

4. Other Duties

- a) Work within with Skills for People's core values as a disability led organisation.
- b) Attend and participate in team and staff meetings at Skills for People.
- c) Contribute to the effective delivery of Skills for People-wide initiatives, as requested.
- d) Take part in training, supervision and annual review.
- e) Follow the organisation's policies and procedures.
- f) Travel within the region, as required.
- g) Do any other reasonable duties, as required.

Person Specification

This describes the type of person we are looking for. Please refer to this when you write your letter or personal statement of application.

Everyone who works at Skills for People must have an enhanced DBS check.

Experience, knowledge, skills and personal qualities	Essential (must have)	Desirable (nice to have)
Experience		
1. Working people with learning disabilities and /or with children who have special educational needs and disabilities and/or their families.	Yes	-
2. Providing information advice and guidance	Yes	-
3. Managing a caseload.	Yes	-
4. Support and representing people/groups/families in formal and informal settings	Yes	-
5. Seeking the views of people, collating and analysing them.	Yes	-
6. Working in person centred ways.	Yes	-
7. Working within the community.	Yes	-
8. Designing and delivering training or awareness raising.	-	Yes
9. Working in a user-led organisation.	-	Yes
10. Recruiting volunteers	-	Yes
11. Working with volunteers	Yes	-
Skills and abilities		
1. Communicate and present information effectively and accessibly (verbally and in writing) with a wide range of people and organisations.	Yes	-
2. Plan, prioritise and work on your own initiative.	Yes	-
3. Present information in a variety of ways as appropriate to the situation / audience.	Yes	-
4. Manage situations where conflict might arise.	Yes	-

5. Problem solving skills.	Yes	-
6. Work as part of a team.	Yes	-
7. Support disenfranchised people and/or people with learning disabilities/parent carers to take the lead.	Yes	-
8. Organise meetings and events.	Yes	-
9. Use a range of IT and smart devices, online platforms and social media.	-	Yes
10. Work outside ordinary office hours, in evenings and at weekends when necessary.	-	Yes
Knowledge and qualifications		
1. Understanding the learning disabled and / autistic people's / parent carers needs.	Yes	-
2. Working knowledge of local service provision and universal services in local authorities, health, education and voluntary sectors.	Yes	-
3. Oppression and discrimination faced by people with a learning disability or other disenfranchised people.	Yes	-
4. Practical understanding of the Social Model of Disability and the Self Advocacy Movement.	-	Yes
5. Knowledge of relevant legislation and policy initiatives in relation to SEND children's rights.	-	Yes
6. Understanding of the philosophy and principles of user-led organisations.	-	Yes
Personal qualities		
1. Demonstrate Skills for People's values.	Yes	-
2. Friendly and approachable.	Yes	-
3. Well organised and reliable.	Yes	-
4. Trustworthy and honest.	Yes	-
5. Can meet the travel requirements of the post (by personal or public transport).	Yes	-
6. Be able to work evenings and weekends from time to time.	Yes	-