



Better Lives, Better World

Project Support Worker Job Description

Purpose of this post

- To work with Project Workers and Team Managers to support the delivery a range of Skills for People services and projects.
- To support all aspects of project delivery such as groups: including planning, preparation, delivery, recording, reporting, monitoring and evaluation.
- To support our community connectors to support people to be connected in their communities.

Main duties

Project Support Workers work on a variety of projects over time. Each project may involve different elements of these duties.

1. Support to disabled people and their families

To support family carers, this many 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 family carers: these may include speaking up groups, social groups, and peer support. This may involve tasks such as:

- creating and sharing promotional information.
- setting up meetings, inviting people, organising the room, refreshments.
- working alongside groups to help them learn, gain confidence or take part in meetings.
- leading an activity alongside a project worker.
- setting agendas and creating activities and creating presentations.
- recording and reporting.

3. Awareness raising and education

To support workshops, courses and the creation of information (digital and printed) to raise awareness among family carers and others. This may include helping to create and lead workshops and courses with the support of a colleague or supporting family carers with lived experience to design and deliver them.

4. Protection of the rights of disabled people and their families

This may involve supporting people 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

This may include governance and service delivery, as directed by line managers. This may also involve supporting of an employee or volunteer to carry out their job / role.

7. Other duties

- a) To keep appropriate records of work carried out and to input data accurately and onto our database, Charity Log.
- 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 be involved in promotion of the work of the organisation.

8. General duties

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

Person specification

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

	Essential	Desirable
Experience		
1. Working with disadvantaged people, disabled people and/ or people with a learning disability as a paid worker or as a volunteer.	yes	-
2. Experience of working in ways that support disadvantaged people to take the lead.	no	yes
3. Experience of designing marketing material / information for sharing on online platform and social media.	yes	-
4. Experience of planning and organising meetings, or events.	no	yes
5. Experience of using data bases, accurate information input.		
Knowledge		
1. Knowledge of the challenges faced by disabled people and/or people with a learning disability.	yes	-
2. Understanding about the rights of disabled people.	no	yes
3. Knowledge of data protection legislation.	no	yes
Skills and abilities		
1. Able to work in ways that reflect Skills for People's values.	yes	-
2. Communicate effectively with people with a learning disability and with family carers.	yes	-
3. Use a range of IT programmes, devices and media.	yes	-
4. To work as part of a team.	yes	-
5. Organisation of meetings and events.	yes	-

6.	To present information in a variety of ways as appropriate to the situation / audience.	yes	-
7.	The ability to work in evenings and at weekends when necessary.	yes	-
8.	Planning, prioritising and working on your own initiative.	yes	-
Personal qualities			
	<ol style="list-style-type: none"> 1. Friendly and supportive. 2. Well organised and reliable. 3. Trustworthy and honest. 4. Able to meet the travel requirements of the post. 	yes	-