



Better Lives, Better World

Job Description

Job Title: Project Worker
Team: Travel with Confidence
Responsible to: Travel with Confidence manager
Contract: 7 hours per week.

Purpose of the post:

- You will support a team of 3 Travel Champions
- You will carry out community engagement activity with the aim of recruiting people to our Independent Travel training programme and community travel support.
- You will support the Travel Champions to conduct Quality Checks of local public transport services and to contribute their ideas for improving local travel.
- 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) Work with Travel Coordinator to plan and deliver Travel Champions recruitment activity
- b) Provide tailored support and supervision to Travel Champions to help them carry out their roles, including ensuring information is available to them in accessible formats
- c) Plan and deliver awareness raising workshops with Travel Champions to encourage project participation and Independent travel training course enrolment

- d) Work with Travel Champions to plan and deliver Quality Checks of local transport services (involving travel on different modes of transport)
- e) Complete individual and group risk assessments to ensure Travel Champions journeys are conducted safely
- f) Produce Quality Check reports, and share with the partner organisations
- g) Work with Project Support Workers and Travel Champion based at the 5 partner organisations to plan joint activity (e.g. co-producing Quality Check framework)

a) Project delivery

- b) Support people with a learning disability and/or autism and their carers.
- c) Support Travel Champions to plan and conduct focus groups with project participants to gather feedback
- d) Provide assistance to Travel Coordinators as and when required to support with Independent Travel Training course deliver.
- e) Support adults with a learning disability and/or autistic people to take on leadership roles, for example as trainers or advocates.
- f) 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.
- g) Protect the rights of disabled people and carers and /or parent carers and their children, through individual and group work.
- h) Promote people's right in all aspects of their lives.
- i) 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.
- j) Prepare accessible and useful printed and digital materials as required.

2. 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.

3. 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	-