



Disability & Inclusion Team

Job Description: Project Support Worker

Job Title: Project Support Worker – Disability & Inclusion Team

Responsible to: Project Co-ordinator

Hourly Rate: £9.98 per hour

Hours: As and when to suit service requirements – This is a casual role and a casual workers agreement will be issued prior to starting.

Annual leave entitlement: Pro-rata on the basis of a full-time entitlement of 28 days holiday (including bank holidays) during each full holiday year (1st April – 31st March)

Job Purpose:

We have an exciting opportunity for a very special individual(s) who demonstrates a passion for improving the wellbeing of members of the community by ensuring that individuals are able to integrate and be a valued part of the community in which they live.

This very special person/people will be required to support young people with disabilities in accessing appropriate activities and events in the community. They will work to build clients' confidence, help them to socialise, make friends and increase independence.

The post holder is required to hold a current valid UK driving license and have access to a vehicle with appropriate business insurance and be willing to escort clients as required to events/community activities within the Monmouthshire area.

Main Duties:

1. To support individuals with disabilities on a 1:1 basis in accessing community activities and events.
2. To work with individuals and their families/carers in working towards set goals e.g. voluntary work.
3. To arrange and attend suitable and appropriate activities and events.
4. To liaise with and build positive relationships with clients and their families.
5. To provide regular and meaningful feedback to staff, ensuring that any issues are addressed at an early stage.
6. To report any issues to the Project Manager immediately and take any resultant action as necessary.
7. Preparation and submission of necessary paperwork, meeting stated deadlines.

PERSON SPECIFICATION

Essential requirements

(Evidenced by qualifications, application and previous experience)

- Ability to build rapport with individuals, especially those with various disabilities and learning difficulties and their families
- Experience of working with individuals with disabilities and learning difficulties
- Patience and a sense of humour
- Friendly, helpful and approachable
- Self-motivator
- Excellent communication skills
- Quick thinking and able to remain calm under pressure
- Reliable, honest, trustworthy, empathetic and able to act with integrity
- The post holder is required to hold a current valid UK driving license and have access to a vehicle with appropriate business insurance and be willing to escort clients as required to events/community activities.

Desirable requirements

(Evidenced by qualifications, application and previous experience)

- Recognised qualification in relevant setting
- Safeguarding Training (Will be provided if not already gained)

Other Duties:

1. To act as an ambassador for Bridges raising awareness of its charitable aims and objectives and enhancing its reputation through exemplary behaviour, conduct and team working.
2. To attend meetings and training as required.
3. To comply with all company policies and procedures.
4. Any other duties as requested by the Project Manager and/or Director.

Due to the nature of this role, an enhanced DBS will be required prior to commencement.

Application process:

Please complete the **Application form** for all roles on the 'opportunities' section of our website – <http://www.bridgescentre.org.uk/> and send to Amy.McDougall@bridgescentre.org.uk or by post to Amy McDougall, Drybridge House, Monmouth, NP25 5AS.

Application deadline: Friday 5th August 2022

Interview Date: Interviews held on a rolling basis

Start date: ASAP

Early application is encouraged as we will review applications throughout the advertising period and reserve the right to close the advert at any time.

Please note; it is not our policy to provide feedback to candidates who have not been shortlisted for interview.