



JOB ROLE PROFILE AND PERSON SPECIFICATION

Post Title: Project Worker (16 hours per week, term time only) (Write Start)

Salary: £20 per hour Section: Extended Services

Organisation: Social Partnership Investing in Community Empowerment (SPICE)

Reports to (title): Extended Services Manager

Purpose of the Role:

- To provide administrative support to the Extended Services Manager and tutors in order to ensure successful recruitment of learners to the project and successful completion of the programme, leading to volunteer opportunities with SPICE.

Key Accountabilities:

Produce effective marketing materials to promote the Write Start project – create leaflets to be distributed across the local area and post on the school website.

Recruit learners onto the Write Start Project - develop and maintain induction systems for all new learners

Provide on-going support and information to develop best practice and benefit to learners – meet with learners on an individual basis as needed to assist in supporting their learning through use of the crèche, nursery, study support, CV writing etc. and to ensure all developments are communicated to tutors.

Maintain accurate records relating to learners progress and attendance – update the learner database regularly using manual/computerised administration systems and ensure tutors have shared access to updated information.

Assist in setting up volunteer work placements - liaise with other local service providers, school staff and campus staff to maintain a clear view of placement possibilities. Assist learners to approach placements by providing information packs and application support.

Maintain excellent communication - ensure all key information is communicated to all appropriate staff and underpinned with accompanying written notes.

Implementation of the equal opportunities policy - commit to achieving equality via the delivery of service offered to the community and comply with and promote SPICE's equal opportunities policy in all aspects of their work.

Inclusion of the health and safety policy - The post holder shall ensure that the duties of the post are undertaken with due regard to SPICE's Health and Safety Policy and to their personal responsibilities under the provisions of the Health and Safety at work Act 1974 and all other relevant subordinate legislation.

Uphold the protection policy for children and vulnerable adults - when working with Children & Vulnerable Adults it is essential the post holder is aware of, and shares commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults.

Undertake all appropriate training and attend meetings - actively partake in SPICE meetings, attend professional development sessions and safety training in order to maintain a high quality of service provision.

PERSON SPECIFICATION

Skills and Competencies

Essential:

1. Ability to develop and sustain relationships with a wide range of individuals and groups.
2. Excellent communication skills verbal and written.
3. Knowledge and experience of delivering accredited courses.
4. Working knowledge of Word, PowerPoint and Excel IT packages.
5. Ability to engage learners
6. Excellent organisational skills, presentational skills
7. Ability to work to deadlines and targets
8. Ability to work as part of a quality team
9. Time management skills
10. Good record keeping

Desirable:

1. Experience of working with volunteers
2. Understanding of Health & Safety legislation
3. Experience of working with unemployed learners

Essential Qualification(s)

1. English GCSE A*-C grade (or equivalent)