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# Job Description

**Activities & Resource Centre Project Worker:**

**15 hrs pw (1 year fixed term contract) – 2 days per week**

**Salary: £9,703 per annum (£12.44 per hour)**

**Annual leave (5 weeks = 75 hrs)**

Responsible to: Activities & Resource Centre Project Manager

Equal People mencap provides support to adults and children with learning disabilities, autism, complex needs and those experiencing mental health issues or who have been affected by the Grenfell Fire disaster.

We aim to support each individual to access, participate in, contribute to and influence their local and the wider community

We provide independent living and community support, a daily Drop-In and a variety of weekly supported activities and training programmes at our Resource Centre and out in the Community.

**Activity & Resource Centre Project Worker:**

Main Duties: To enable members to fully participate in an ongoing programme of Activities and training programmes, based at the Equal People mencap Resource Centre and in the local community.

 To run, monitor and record the Activities Service and daily Drop-In in partnership with members, volunteers under the direction of the Activities Manager. To complete case studies and detailed statistical reports of progress against desired outcomes and outputs.

 To ensure the smooth and safe day to day running of the Centre, including reception, administration and checking, monitoring and recording health and safety.

## Responsibilities

1. To run Activities and training programmes as required either independently or alongside tutors and volunteers including for example arts, gardening, multi media, music, Zumba, yoga, cricket, golf, football, social groups, sports, cooking, photography.
2. Support members taking part in activities at the Centre and out in the community and enable them to comment on and influence the development of our services..
3. To enable and facilitate the use of the Equal People mencap Centre as a space where adults and children with learning disabilities and autism:
* Can build their self-confidence, enjoy friendships and social networks.
* Have the opportunity to develop their life skills,or take part in training or activities they enjoy and that allow them to express themselves and/or improve their health and well-being.
1. To complete Individual and Activity based evaluation records to a standard set by Equal People mencap. To monitor and report on responses and developments, and to be able to prepare reports and/or information using IT; required for both internal and external monitoring. To use outcome based monitoring methods.
2. To prepare and present both individual and Activity based risk assessments following Equal People mencap guidelines and Health and Safety legislation.
3. To support and oversee Volunteers assisting with Activities, providing guidance and supervision as required.
4. To ensure the premises and resources are prepared in good time, for all Activities, and cleared away appropriately afterwards; and are maintained in a safe and hygienic condition.
5. To assist the Activities & resource Centre Project Manager with running the Resource Centre.
6. To cover reception as required, complete administrative tasks in relation to health and safety and member records. To support volunteers with these tasks.
7. To assist with the Activities Advisory group, facilitating full service user participation. Ensuring that at all times, comments, queries, complaints and ideas are heard, responded to and acted upon.
8. To attend meetings as appropriate, including staff, supervision and person centred planning.
9. Through supervision and appraisal meetings identify own training needs and personal development. Attend appropriate training courses.
10. Use initiative and organise own workload within agreed objectives.
11. To read, understand and follow individual’s support plans or information and the procedures; guidance and policies of the organisation.
12. The post holder may be asked to undertake other tasks that fall within our aims and philosophy.
13. To liaise with other agencies/professionals on behalf of Equal People mencap and/or service users as required.
14. To work contracted hours within the hours required by the service. Hours are flexible to be able to meet the needs of the users. Evenings and week – ends may be required.
15. To take on responsibilities within the Activities service as necessary
16. To work in partnership with Equal People mencap Floating Support service staff supporting individuals at the Centre and out in the community.
17. This Job description will be reviewed annually.

February 2022