

JOB DESCRIPTION

Job Title: Support Worker

Responsible To: Board of Directors

Post Duration: 12 months

Reporting To: Operations Manager

Hours of work: 35 hours per week

Responsible For:

Job Purpose: To Ensure the company provides a high standard of service to the service users. To support service users so they can access our services, participate in the programme of services and engage in personal development. To work with agencies to develop the service to its fullest potential for the benefit of the service users.

Job Activities

1. To Efficiently and effectively deliver the project according to the aims and objectives as set out.
2. To provide advice and information to service users.
3. To provide guidance, mentoring and support to the service users.
4. To work with the service users achieve City & Guilds qualifications where appropriate for service users to learn and develop and to keep up to date accurate records of this
5. Devise, deliver and review marketing of the project in accordance with the agreed plan.
6. To recruit and support service users and establish their role within the project.
7. To undertake regular supervision with service users to identify with their personal development and training needs to enable them to meet their agreed outcomes in their personal action plan.
8. To assist the Programme Manager to design and implement company policies and procedures and ensure operational adherence.
9. To access and/or deliver suitable training to service users to ensure that standards of service are maintained.

10. To prepare and present regular, informative written statistical evaluative reports to local groups at their meetings to raise awareness of the project aims and objectives.
11. To facilitate an annual evaluation of the projects functions and services and report findings to the Programme Manager.
12. To manage budgets effectively.
13. To work with the Programme Manager to monitor and report on funding applications to funding organisations.
14. To maintain effective lines of open communication with statutory and voluntary organisations to create the scope for partnership working.
15. To carry out development work and maintain contact with relevant agencies regarding the furtherance of the project.
16. To work with the Programme Manager to prepare and deliver the Annual Report.
17. Any other duties as is reasonably requested by the lie manager/manager and is commensurate with duties to the post.

The nature and size of the Furniture Project means that all workers must recognise the need for a flexible response to the work. Priority should be given to the work outlined in the above job description. An active commitment to the social enterprise and the importance of staff meetings and training are three points that should help ensure that the job description is workable.

To work in accordance with the terms and conditions of employment, as noted in the company terms and condition booklet and the numerous company policies applicable at any given time.

Terms and conditions are updated from time to time and in this event, employees will be provided with a revised copy whereby the usual procedures for consultation will be followed prior to implementation.

All offers of employment are subject to undertaking and completing an enhanced PVG