



South Yorkshire Centre for Inclusive Living

Job description – Choosing Independence Project Support Worker

Hours:	16 per week
Salary:	£ 15,568 per annum pro rata (£6,732 actual)
Pension:	5% of annual salary
Term:	This post has funding for three years
Place of Work:	This post covers Rotherham and Doncaster. You will be based at SYCIL's premises in Kirk Sandal, Doncaster but there may be need for occasional work in Rotherham Central Library
Responsible to:	The Choosing Independence Project Co-ordinator

Brief Description of Post:

You will be involved in supporting the project workers and unpaid volunteers to engage inform, advise and assist Disabled people to take up Individual Budgets under the Government's Personalisation agenda.

This will involve providing an administration service, giving initial information to people who approach the project for assistance and making appointments with the advisory team.

We are looking for someone who can combine internal administration provision with giving information to the general public. You will have a passion for the rights of Disabled people and a demonstrable ability to use IT, the Internet and Email as part of your daily work activities.

Specifically, your role will consist of:

- Giving basic information to Disabled people and then making appointments with Project staff to ensure that they get the best outcomes when approaching the project for assistance.
- Working with colleagues to ensure that the work of the project is widely publicised throughout Doncaster and Rotherham
- Responding to initial telephone, letter, email and in-person requests for information and assistance
- Organising appointments for project staff
- Organising a timetable of training courses and workshops in conjunction with the Project Training Co-ordinator
- Making room and venue bookings for one to one appointments and group workshop sessions, including taking bookings from participants
- Ensuring that all weekly time sheets and diary records are kept, and that service user records are adequately maintained and stored
- Preparing agendas, attending team meetings and taking minutes
- Liaising with other SYCIL staff members and outside agencies to provide referral and signposting for Service Users where appropriate
- Any other duties as commensurate with this post, after agreement between the line manager and post holder

NB You will be required to work closely with unpaid project team members (volunteers) as part of your role.

You will need:

Essential Criteria:

- Demonstrable ability to provide an accurate administrative and reception function, with experience of using current IT programmes, the Internet and Email.

- Understanding of Disability and of Disabled people's rights to choice and independence
- Some understanding of adult safeguarding issues
- Experience of attending meetings, preparing agendas and taking minutes
- Good time management and organisational skills, with the ability to prioritise workloads

Desirable Criteria:

- Experience of working alongside unpaid voluntary team members
- Knowledge of the South Yorkshire area
- Experience of working within a small but busy team environment
- Willingness to undertake further personal development activities and/or training as necessary.

NB The ability to undertake some travel between Doncaster and Rotherham will be necessary due to the nature of the areas covered by the Project.

This post is initially offered on a three year fixed term contract, but it is SYCIL's intention to seek continuation funding to continue Choosing Independence beyond the current funding period.

