



Role Title:

Project Worker

Role purpose:

To support Trainees, individually or within groups, to engage in a range of activities at PROPS within our support services or enterprises.

To provide excellent person-centred services at all times, with Trainee welfare at the heart of all we do.

Work to support PROPS projects and enterprises, helping to deliver on project aims and vision, as set out in individual and organisation wide strategic and business plans.

Reports to:

Service/Enterprise Manager

Role Responsibilities:

Daily Operations

- Support Trainees in daily activities, as directed by Senior Project Workers, within an agreed programme of work set out by the Service Managers
- Before Trainees arrive, ensure the space is clean, following the daily cleaning schedule. Support Senior Project Workers in your activity to ensure the room is ready, equipment is laid out and you are clear about your role within the sessions. Read daily debrief notes, and any KIFS you are not familiar with.
- At the end of the day, ensure daily cleaning schedule is complete.
- Daily monitoring and evaluation of sessions and support evidencing Trainees individual outcomes and progression
- Support Trainees to feedback their views and help to shape services
- Be flexible and able to adapt to any daily timetable changes
- Attend meetings as requested, including daily debriefs
- Keep on top of daily debrief notes for days you are not present
- Carry out full personal care with Trainees when required, in a dignified and caring manner
- Support giving medication to Trainees when directed
- Where appropriate, provide safe transportation to activities, either supporting Trainees on the buses or drive to activities. Working within our driving policies and code of conduct.

Trainee Engagement/ Welfare

- Support induction of new Trainees, helping them feel welcomed and settled into appropriate projects.

Project Worker Job Description

- Engage with Trainees through activity delivery, empathetic and sympathetic listening, direct guidance and the provision of appropriate positive feedback to behaviour.
- Ensure you have read and have a good knowledge of Trainees key information forms (KIFS) when working with them
- Feed into Trainee reviews
- Contribute to Trainee paperwork being filled in when directed to do so, including incident forms, expression of concern forms and ABC charts.
- Write in communication books daily
- Support with any incidents that occur
- Feedback to Session Leads any relevant information which needs to go to parents and carers

Performance and Achievement

- Support onboarding of new staff
- Engage in yearly appraisals and regular supervisions
- Provide support for volunteers and placement students
- Engage in mandatory and ongoing training
- At all times work in a way that reflects PROPS ethos and culture, promoting and role modelling social, emotional and behavioural standards
- Ensure that output and quality of work is of a high standard and complies with current legislation and meets the needs of the Charity
- Carry out other such duties as may be required from time to time by the Management Team
- Contribute to PROPS marketing, promotions and events whenever possible.
- Communicate regularly with the PROPS team, understanding that use of email and Sharepoint are an essential element of the job

Policies and procedures

- Monitor compliance with policies and procedures. Feedback any concerns to Operations Lead
- Comply with Health and Safety requirements including completing checklists and working in line with risk assessments. Report concerns to Senior workers.
- Comply with organisational safeguarding policy and Code of Conduct

Other

- Contribute to strategic planning processes
- Engage positively with external partners
- Work within PROPS brand guidelines

Hours

Full time, Monday-Friday 08:30-15:30

Project Worker Job Description

Salary

NJC Scale points 4-6 £21,189 to £21,968

Benefits

Pension plan

This job description sets out the key outcomes required. It is not exhaustive and will be subject to periodic review and may be amended to meet the changing needs of the organisation.

Person specification:

Knowledge and Experience:

Experience of working effectively with adults with learning disabilities

Knowledge of PROPS, our work, ethos and values.

Basic knowledge of MS applications e.g., Word, Excel and other electronic communication packages.

Desirable

Happy to drive Props vehicles.

Skills

Ability to show evidence of being self-motivated

The ability to communicate effectively with colleagues and Trainees

Personal Qualities

A professional collaborative manner which is courteous, confident, consistent, approachable and non-confrontational.

Passionate about learning for all

A positive attitude with a can do approach to work

Compassionate and caring, whilst being able to set clear boundaries and be professional at all times

Satisfactory Enhanced DBS check.

An ability and willingness to travel when required