

JOB OUTLINE

Post title	Project Worker
Division / Section	Schools & Community Services
Department	Children and Families
Responsible To	Designated Senior CLD worker / CLD or as appropriate.
Number of post holders	Variable
Acting up/ Secondment	N/A

Purpose of Job

To co-ordinate and/or undertake discrete pieces of Community Learning and Development activity as determined by the Senior Community Learning and Development Worker/ Community Learning and Development Worker or team. The role can be deployed for a wide range of tasks, for example: Organisation of events and celebrations, preparing and producing reports, needs analysis, building service capacity, undertaking research etc

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Major Tasks

To plan, prepare, deliver, monitor and evaluate an innovative and creative project ensuring that the content, research methodologies or strategies employed are relevant.

Job Activities

To support group activity/development by employing a range of educational approaches e.g. teaching, group discussion, visits, organising external speakers, identifying campaigning strategies, preparing appropriate materials, which develops capacity building at an individual, group or community level.

To encourage participation in a particular activity e.g. preparing news articles and other forms of publicity.

To assist participants to consider their continued learning needs and support routes of progression by offering appropriate guidance.

To employ a range of support strategies which value the students/participants knowledge.

To research a specific piece of work identified by the Senior Community Learning and Development Worker / Community Learning and Development Worker and to present the findings in a report.

To research the needs of a particular target group and develop an appropriate programme.

To organise events, e.g. a conference, in conjunction with the Senior Community Learning and Development Worker / Community Learning and Development Worker

To manage a small budget.

To co-ordinate the work of a small group of volunteers and part-time staff.

To network with other agencies and voluntary organisations for example schools, community groups etc.

To undertake appropriate evaluation for each piece of work in consultation with the Senior Community Learning and Development Worker / Community Learning and Development Worker.

Familiarise him/herself with health and safety procedures.

Undertake induction and other training as deemed necessary by the Department of Children and Families.

Supervision and Management of People (Numbers and type of staff)

One or more support trainers, up to a maximum of three staff.

Creativity and Innovation

The post holder will be responsible for initiating innovative and creative responses to identified need.

Contacts and Relationships

Community Learning and Development staff to gather, or research information.
School staff and parents/carers e.g. negotiating programmes of work with parents/carers, seeking accommodation and other school based resources.

Professional staff in the area/project - depending on the specific remit of the job, contact with other staff may form part of the work of the post.

Activists to devise appropriate curriculum content, to encourage participation etc.

Voluntary Organisations, for example, to assess training needs of management committees, to gather information pertinent to the work of the post.

Group Participants to encourage participation, evaluate work etc

Decisions (Discretion)

Project planning and implementation

Research methods to be used

Course content and approaches

Range of strategies to engage group interest

Evaluation, monitoring and progression rates

Budget decisions

The deployment of and allocation of work to volunteers

Decisions (Consequences)

Successful delivery of project

Final reports reflecting project outcomes

Positive learning experiences or engagement of participants

Recommendations for future improvements or actions

Resources

The post holder will be responsible for the equipment they are using, such as photocopiers and IT equipment or instruments, art supplies etc required by the students to undertake and complete a course and assessment effectively.

Post holders are responsible for ensuring personal data is kept securely in accordance with data protection legislation.

The post holder may have responsibility for a small budget which will vary depending on funding available for publicity and hospitality.

Environment – Work Demands

The postholder will organise and manage their own work, within the brief agreed.

Environment – Physical

The post holder should have no physical demands placed on them, unless they are undertaking a project which requires physical effort. The post holder will not be expected to undertake strenuous physical activity, to do any heavy lifting or to undertake any unreasonable activity.

Environment – Working conditions

The post holder will usually work in a community centre, school or other community venue. The post holder will not be expected to undertake work in adverse conditions.

Environment – Work Context

The post holder will be required to work with groups of children, young people and/or adults some of whom may be vulnerable people, for example people with mental health issues, learning difficulties, or substance abuse issues. The post holder will have to be sensitive to their needs and balance this with the needs of the group. Project workers should be aware of how to provide information or refer students for additional support if necessary, and where to find support for themselves if necessary.

Knowledge and Skills

The post holder should have excellent literacy/numeracy skills and significant knowledge of Community Learning and Development approaches: adult learning; literacy and numeracy, youth work, capacity building or community engagement, research methods, project planning and event management. Post holders would normally be qualified CLD Worker (degree level) or equivalent qualification or alternatively must demonstrate considerable relevant experience.

The post holder should have excellent interpersonal skills and group work skills and must be able to manage conflict and accommodate different needs and requirements.

The post holder should have a positive attitude towards diversity and an active commitment to inclusion.

Organisation Structure

