

PROJECT DEVELOPMENT WORKER

(Working with Young Adults with Learning Disabilities)

JOB DESCRIPTION

Every Link Counts is a well-established, small charity, based in the County of Bridgend. Our history and way of working is based on inclusion and co-production with young people with learning disabilities. We are seeking a highly motivated, hard-working individual, who will work with young people with learning disabilities, to develop, deliver and evaluate a range of projects, which meet the needs of our members. This is an exciting new role in a small staff team, based in Maesteg, with the need to travel throughout Bridgend County.

Salary: £27040 pro-rata

Hours of Work: Minimum 25 hours per week (flexible and varied, including evenings and weekends) This may increase as demand requires.

Holidays: 23 days plus bank holidays (pro-rata)

Based at: Maesteg Business Centre, Maesteg

Accountable: Development Manager & The Management Committee

Main Duties:

- To work with members and volunteers to plan and access project based activities based the criteria set out by the Management Committee.
- Report regularly on the targeted outcomes set out in the project.
- Support and facilitate the Members Forum
- To support and train members in considering and making informed decisions and taking responsibility for themselves.
- Recruit and train volunteers.
- To liaise and work with local schools and organisations that support young people with learning disabilities to recruit new Members.
- To promote the principles of Inclusion and Person Centred Planning.

Management:

Management and supervision of the post will be carried out by the Development Manager of Every Link Counts and an independent auditor.

Responsibilities:

- Report to the Development Manager on the progress of the project.
- Attend training events through discussion with the Development Manager.
- To keep the Development Manager informed of any difficulties.
- Abide by all Health and Safety requirements as laid out for each activity.

This role is subject to a DBS Check? and the provision of suitable references.

For an informal chat about the role please contact Mr Steven Donovan, Development Manager on 07786115110 or email everylinkcounts@aol.com

Closing date 31st July 2021