



## Job Description

<b>Position</b>	Loud and Proud Support Worker
<b>Responsible to</b>	Project Leader
<b>Responsible for</b>	Group Members
<b>Hours per week</b>	6 - 10 hours weekly to be worked flexibly including evening meetings on Mondays (6pm-8pm) every 2 weeks. Activities during daytime, evenings and at weekends.
<b>Place of Work</b>	Thorngate Halls and various locations across Gosport and the surrounding area

### Main Purpose

To set up and run group meetings with young volunteers to plan future activities

To co-ordinate and supervise group volunteering activities and events in the local area

To incorporate best practice for working with young people to meet the objectives of Loud and Proud

### Primary Tasks

1. To work with the Project Leader, Support Volunteers and Group Members in drawing up a programme of suitable activities and events, making the necessary arrangements/preparations as appropriate.
2. To encourage and motivate group members to participate in a range of activities to achieve their full potential.
3. To promote Loud and Proud and its benefits to potential members, schools, colleges and other referral agencies.
4. To recruit young volunteers, dependent on their needs and the appropriateness of the group to support them, completing membership details and welcome packs for each member.
5. To hold regular one-to-one sessions with group members to discuss goals and progress, recording details of achievements and volunteering activities.
6. To ensure the safety of group members during organised activities and events, reporting concerns and taking action as appropriate.
7. To publish regular engaging posts on the group's social media page and maintain contact with members through group chat forums including Messenger.
8. To carry out any other duties appropriate to the post as may be required.

\*\* Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and wellbeing of children and vulnerable adults.

## Person Specification

### Loud and Proud Support Worker

	ESSENTIAL	DESIRABLE
<b>EXPERIENCE</b>		
Project co-ordination	Assist in the planning and co-ordination of a project that delivers against its outcomes	
Volunteer recruitment	Experience of the recruitment of volunteers and an understanding of their motivation and barriers they may face	Experience of recruiting volunteers with disabilities, mental health conditions or other support needs
Providing support	At least one year's relevant experience of working with young people and an understanding of the issues they face and how best to support them.  Practical knowledge of best practice procedures in working with young people	Experience working with young people with support needs in the voluntary sector or outside a clinical environment  Mental health awareness training accreditation
Coaching	Experience of providing a supportive environment to individuals to enable them to achieve personal goals	Experience of creating Personal Activity/ Development plans
Monitoring / evaluation systems	Ability to record accurate and succinct activity data for monitoring/ evaluation purposes	Experience of using a web-based database and Google Sheets
Equality and diversity	An understanding of, and a commitment to, equal opportunities and diversity best practice.	
Safeguarding and data protection	An understanding of and commitment to data protection, safeguarding and confidentiality issues.	Experience of dealing with safeguarding issues
Social Media	Proficient in the use of social media particularly Facebook and Facebook Messenger	

<b>SKILLS</b>		
Communication	<p>Excellent written and verbal communication skills.</p> <p>Ability to communicate with a wide range of people and to adapt to the needs of the individual, including people with learning disabilities, on the Autism Spectrum or mental health conditions</p> <p>Good standard of English grammar, spelling and punctuation</p> <p>Excellent listening skills</p>	<p>Able to write short, clear reports and case studies.</p> <p>Able to create and deliver presentations to a range of audiences about the group or courses</p> <p>Able to create promotional materials and press releases to promote the group activities</p>
Interview skills	<p>Confident in conducting one-to-one discussions in a supportive and non-judgmental way.</p> <p>Proficient in conversation management</p>	Making Every Contact Count (MECC) Training
Event Planning	Able to plan and run events connected to the group's aims and objectives	
IT skills	Competent with using MS Office programs and the internet	CLAIT or ECDL RSA 1 Word Processing
Driving	Full UK Driving Licence and access to a vehicle	D1 category on driving licence to drive a minibus MIDAS certificate
<b>PERSONAL QUALITIES</b>		
Interest in and understanding of people	<p>Able to deal kindly, sympathetically and patiently with people</p> <p>Aware of the difficulties that vulnerable people may experience</p>	
	Capable of dealing with a range of challenging situations in an appropriate manner	

Persuasion and persistence	Able to motivate a diverse group of people to achieve a common goal	
Commitment and enthusiasm	Well motivated and enthusiastic approach to the project	
Organisation and initiative	Able to assist in the organisation of a programme of activities and see them through successfully	
Team work and flexible attitude	Able to work as a team member or alone and be adaptable	
Reliability and conscientiousness	Aware of the responsibilities of the post	
Confidentiality	Able to respect the need to maintain complete confidentiality when needed	
Sense of humour		Always an advantage