

# Job Description & Person Specification



ROLE OUTLINE	
<b>Job Title</b>	Workplace Practical Support Worker
<b>Salary</b>	c. £9/hour
<b>No. of Hours</b>	19 hours per week
<b>Contract</b>	Temporary for 6 months (subject to funding)
<b>Annual Leave</b>	25 days per year, plus 8 statutory days (pro rata)
<b>Based At</b>	CHANGE, back office, first floor, Devonshire House, 38 York Place, Leeds, LS1 2ED
<b>Responsible To</b>	CEO

MAIN PURPOSE OF POST
<p>The Workplace Practical Support Worker is committed to working with people with learning disabilities in an empowering way. They offer support to three people with a learning disability in their roles on a one to one basis.</p> <p>The support is mainly around administrative tasks, time management, using a PC, organising workload, and preparing and delivering presentations.</p>

MAIN DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none"> <li>• Supporting with a variety of practical and administrative tasks in the usual workplace and occasionally on work out of the office, around England</li> <li>• Planning, organisation and time management techniques</li> <li>• Job-specific tasks, e.g. written correspondence, social interaction and communication, presentations, practical tasks, efficient working</li> <li>• Action planning and goal setting</li> <li>• Building confidence and independence</li> </ul> <p>For this role you should have a good understanding of and a commitment to working within the values of CHANGE and the social model of disability and a willingness to adhere to CHANGE's ethos and values as empowerment of people with learning disabilities. You should have a clear understanding of equal opportunities and the ability to work in a way that puts equal opportunities into practice. You should have a passion for and a commitment to empowerment of people with learning disabilities in the workspace and outside of it.</p>

PERSON SPECIFICATION	E = Essential D = Desirable
<b>Skills and Abilities</b>	
Ability to work in an empowering and inclusive way with people with learning disabilities.	E
Ability to work as part of a team	E
Good organisational and planning skills	E
Excellent interpersonal and communication skills	D
Patient and thorough manner	E
Good level of literacy	E
Ability to support learning disabled co-workers in creating efficient written communications	E
Excellent ability of using creative ways to organising workloads and diaries	E
Proficiency in the use of Microsoft Office and offering support in using it	E
<b>Experience and Knowledge</b>	
Experience of working with people with learning disabilities in an empowering way	E
Experience of offering one-to-one support to learning disabled people.	E
Knowledge of how to make information accessible to all people with learning disabilities	D
Third Sector experience and knowledge	D
<b>Qualifications and Training</b>	
A completed or working towards a suitable qualification	D
<b>Other Factors</b>	
Personal commitment to valuing diversity and promoting equality, particularly in relation to CHANGE's aims, ethos and values	E
Must be legally entitled to work in the UK	E

**Deadline Date:** 1<sup>st</sup> June 2018

**Interviews:** 5<sup>th</sup> June 2018

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