

**The Road Ahead – Training and Skills for Life
Project Support Worker – 14 hours per week**

Salary: £11.63 per hour or £8466 per annum

Fixed term post to 31st October 2017.
Further funding to continue the post will be sought

Value Base

To believe that people with learning disabilities have the same rights as everybody else, to have control over making decisions which affect their lives and having access to the information and support that they need in all aspects of their life.

Main purpose of the post

The post holder will provide administrative and other support to the Project Development Worker on a project called '**The Road Ahead: Training and Skills for Life**' which enables young adults with a learning disability, aged 18-30, to have a mainstream life. The outcomes for young people taking part in the project are :

- improved confidence and self esteem,
- less isolation and more active in their communities
- improved psychological wellbeing

Priority tasks

- To support the project development worker to deliver the Road Ahead Project
- To record and collate data and other information gathered during the project
- To assist with the production of progress reports as required Keep records of financial expenditure in relation to the project

Other Tasks

- To support and assist the facilitation of the project steering group
- To support and assist the development of training courses to young adults with a learning disability.
- To support and assist the delivery of peer educator training to young adults with learning disabilities
- To promote the project to potential participants, stakeholders, parents and other agencies and to actively encourage participation by young adults. , To assist with planning and organising an end of project conference
- To work with the Road Ahead Project Development Worker to jointly agree work plans and tasks.
- To take on other tasks relevant to the post and organisation as and when required by the Coordinator.

Terms and Conditions

The post holder will be line managed by the Coordinator.

Hours of Work: 14 hours per week with some evening and weekend work for which time off in lieu will be given in accordance with our Time in Lieu Policy.

Location: The post will mostly be based in our Head office in Bootle, with some hours worked in our Liverpool City Centre office.

The post holder may need to travel to other locations in Sefton and Liverpool as the job requires, and travel expenses will be reimbursed in line with our expenses policy.

The post holder will be entitled to 10 days holidays with pay in every year. Bank Holidays will be additional (pro rata).

People First Merseyside operates an auto enrolment pension scheme.