

# Information for Applicants

**Job title: Education Support Worker**

**Contract: Sessional**

**Hours: As required**

**Salary: £12.00 an hour**

## Location

- Carlisle Conference Centre
- You will be expected to travel around areas of work as required

## Driving

- A current driving licence and access to own transport is essential for this role.
- This post requires you to have the appropriate 'business use' insurance in place as occasional business use of your car is required to carry out tasks, such as (but not limited to) the following:
  - travel to customer or business meetings
  - running business errands during the day
  - travel between different People First business sites
  - transporting colleagues/volunteers/members/customers or business contacts, for example, to business meetings, AGM, or self advocacy groups
  - making deliveries or collections
  - carrying extra equipment

## Who we are

People First Independent Advocacy is a registered charity and company limited by guarantee, providing a wide range of support and information services across the North of England, aimed at helping people to live informed, respected, healthy and fulfilled lives. We have been delivering services for 30 years and have a deep understanding of our communities and the unique challenges they bring. We also deliver People First Services, a



registered charity, the object of which is the relief of people with a learning difficulty. Our Head office is based in Carlisle, supported by offices in Barrow and Leyland.

## **The Department**

The Education, Research and Inclusion team host a number of projects focussed on personal development and inclusion. We are based in the People First Conference Centre in Carlisle which is hosted by people with learning difficulties and/or autism whilst gaining qualifications.

An opportunity has arisen for a sessional Education Support worker who has experience of working with a diverse range of people in a kind and compassionate way. We are seeking someone who has lots of enthusiasm and is passionate about peoples' rights and personal development.

Our learners are working in the Conference Centre and require support in this as well as supporting educational elements based on Open Awards accredited programmes. As the project develops we aim to recruit more learners and staff.

## **The Person**

The main purpose of this support role is to help the learners undertake the work tasks involved in running a Conference Centre. This includes support in practical jobs, maintenance, and cleaning of the building, keeping rooms tidy and prepared, hosting, meeting and greeting, reception work, setting up rooms, serving teas, coffees and lunches and supporting people on outside work placements.

Additionally educational work underpins the practical sessions. The learners are studying for units under Open Awards programmes and require support in building their portfolios. The programme is run by qualified teachers, assessors and IQA. We currently work with nine learners.

We are seeking a candidate who is compassionate and understands that good support requires understanding and the ability to facilitate rather than lead. You need to be able to work well in teams and be passionate about getting the best out of people's strengths and abilities.

You will work closely with the Hospitality Team team at People First contributing to the wider organisation as time allows.

## **Qualifications**

- Good all round level of education

## **Skills, Knowledge and Experience**

- Experience of working with people, preferably in an educative environment
- Excellent communication skills and ability to work well with others
- Commitment to equality and diversity with capacity to work with a diverse range of people
- IT literate
- A high standard of written and verbal skills including the ability to write letters and reports
- Excellent organisational skills with the ability to manage a complex workload and to prioritise effectively
- Able to facilitate, collaborate, enable and set the scene for empowerment
- Enthusiasm and energy – a ‘can do’ attitude
- Experience in designing and developing systems and processes to work creatively and efficiently to meet the changing needs of a project
- Knowledge of the national framework, policy and principles underpinning the health and social care sector
- Ability to coordinate the input of others
- An understanding of the needs and issues faced by people accessing health and social care services
- Positive attitude to a fast paced working environment where tasks and systems need to be developed and updated on a regular and ongoing basis
- Creative, flexible and enthusiastic approach
- Commitment to valuing diversity and equal opportunities
- Commitment to providing a high quality service centred on the needs of individuals who are vulnerable and disadvantaged

## **Duties will include:**

Support learners in their work roles  
Support learners in their educational tasks  
Provide structure and continuity around tasks and record activities  
Work closely with Education and Conference team staff on organising weekly activities.  
Liaise with wider teams  
Report to line manager  
Contribute to the wider People First organisation and activities as appropriate.  
Travel and work outside normal office hours  
Work occasional evenings and weekends  
Events and functions may require evening and weekend work.

## **Other Duties**

The duties outlined above are not intended to be exhaustive and may change as the needs of the organisation alter in line with current agendas. Due to the developing nature of our organisation, we require staff to remain highly flexible in their approach, and work to meet the changing needs of the projects.

## **The Appointment**

Applications should include:

- completed application forms A & B
- the supporting information should be no longer than 2 sides of A4

People First is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo a DBS check and any other safeguarding checks as appropriate to the post. The appointment will be subject to the satisfactory outcome of these checks.

One referee should be the applicant's current or most recent employer. Please note that references will not be accepted from relatives or from people writing solely in the capacity of friends. References will be sought on the successful candidate following the interview process however; we may approach previous employers for information to verify particular experience or qualifications, prior to interview. The appointment will be subject to the receipt of satisfactory references.

All candidates invited to interview must bring documents confirming any educational and professional qualifications referred to in their application form. Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body. Where the successful candidate has worked or been resident overseas in the past five years, we will carry out such checks and confirmations as may be required in accordance with statutory guidelines.

All candidates invited to interview must also bring with them:

- A current passport (if you do not hold a current passport, or you do not hold a British passport, then further evidence will be required as proof of the right to work in the UK)
- Driving Licence – photocard
- Official documentation evidencing your current address (e.g. utility bill, bank statement)
- Where appropriate, any documentation evidencing a change of name (e.g. marriage certificate)

All applications should be clearly marked:



Confidential – Education Support Worker

And emailed to [recruitment@wearepeoplefirst.co.uk](mailto:recruitment@wearepeoplefirst.co.uk) for the attention of Mr Barry Munro-Berry

To arrive no later than 9.00am, 21<sup>st</sup> October 2021; interviews planned for 2<sup>nd</sup> November.