



# SpLinter Group RAP Project Co-worker Job Description

## Background

The SpLinter Group is a user-led group run by and for young adults with specific learning difficulties and disabilities. The group organises social events, projects, learning opportunities, and is developing a social enterprise 'Waffling On' which combines selling waffles at market stalls, fairs and festivals with raising awareness about the issues facing people with learning disabilities. The group has been successful in receiving funds for a new RAP (Rural Access Project) for North Northumberland.

## The role

The main role of the SpLinter Group support assistant is to work alongside the SpLinter Group team members who are running the RAP project (further details attached). There will also be some requirement to support the SpLinter Group meetings which take place at our Blyth base, or to take part in occasional social events and trips. The group intends to continue to run and manage their own programme of social events, learning opportunities and social enterprise development.

This will include:

1. Being present at SpLinter Group business meetings to help with good communication between group members and to ensure there is a record kept of what has been agreed.
2. Supporting individual members of the core group in following up on any actions.
3. Accompanying group members when they take part in meetings with other agencies
4. Supporting the group when they take part in Waffling On activities
5. Supporting the secretary in keeping an up to date contacts list and calendar, and supporting the treasurer in overseeing the financial records of the group.

6. Supporting group members in making use of social media and their website to increase their presence.
7. Liaising with parents, carers and other volunteers where requested.
8. Keeping records of activities and contacts made.

## **Main terms and conditions of contract**

**Term:** The contract is from the agreed start date until Mar 2019

**Fees:** £12 per hour, on a self-employed or employed basis

**Hours:** As agreed with group members, on average 8 hours a week. Occasional evenings and weekends.

**Management:** The work will be supervised by the Chair of the SpLinter Group, with non-managerial supervision offered by an experienced supporter.

**Location:** Primarily from the SpLinter Group's agreed project base at the Gallery Youth Project, Alnwick, with some sessions from the Group's main office in Blyth. Occasional home based work.

**Travel:** Some travelling will be involved, both during the day and in the evenings and occasional weekends. Approved, work-related journeys by car will be reimbursed at 40p a mile and public transport costs met.

**Other:** The contractor will be subject to the SpLinter Group's policies and procedures relating to discipline, grievance, health and safety and other matters.

**Period of notice to terminate contract:** Four weeks, by either party.

## **Person specification**

### **Essential**

- an ability to get on well with people with learning differences or additional needs
- an understanding of and strong commitment to a user-led approach
- a reasonable standard of literacy, numeracy and IT skills
- experience of involvement with youth and community projects or groups
- Knowledge of good practice in safeguarding vulnerable adults

- adaptability, flexibility, reliability and creativity

**Desirable**

- youth or community work qualification
- knowledge of and some familiarity with learning differences
- a driving licence and use of a car which is suitably insured, taxed and roadworthy
- Health and safety / food hygiene qualification