

# Project Co-ordinator

reach

## Job Purpose:

Support a Reach Centre's objectives and contribute to its targets by undertaking a broad range of delivery and support activities for Centre staff and clients.

## Key Responsibilities:

### Clients

Provide 1:1 support for an identified client (on or off the premises) as directed by Centre Manager or Tutor

Provide floating support for small groups of clients with additional needs (on or off the premises)

Lead group sessional activities

Provide regular or emergency, agreed and paid for transportation of clients

Provide shared lunchtime supervision of clients, normally between 1200 and 1300

Provide occasional personal care including administering medication

### Classroom

Set up and clear down for classroom sessions

Support session tutors and source and provide materials and equipment as required

Ensure the safety and wellbeing of clients during activities

### Administration

Support Centre administrative activities including photocopying, word processing, filing, emailing

Work at all times in accordance with Centre policies and procedures

## Other Duties:

Generally support the Centre Manager in development and delivery of services

Attend required training in Safeguarding, Confidentiality, Health & Safety, Medication, Personal Care, 1<sup>st</sup> Aid and any other subjects identified as a requirement for the role

Access and contribute to supervisions and appraisals with line manager at agreed intervals

Answer phones and relay messages accurately

Handle client, parent and carer enquiries in a timely manner

Assist with shopping, stock checks and storeroom organisation

Assist with provision of refreshments and cleaning/washing up

Attend planning or project meetings as required

Communicate effectively with team members, clients and carers

## Key Skills/Qualifications:

Team working

Good communication

Person-centred working and non-judgemental approach

Ability to maintain client confidentiality

Basic Health & Safety

Problem solving to enable resolution of difficulties

English – for written and spoken communication

IT – for use of internet and email

## Personal Attributes:

Drive and commitment

Flexibility and adaptability

High standards

Approachability

Empathy

Planning and organisation

