

Project Co-ordinator



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)
Provide shared lunchtime supervision of clients, normally between 1200 and 1300
Provide personal care including administering medication as and when required

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 and 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, 1st 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
Assist with provision of refreshments and cleaning/washing up
Attend planning or project meetings as required
Communicate effectively with team members, clients and carers
Assist in delivery of zoom sessions
Assist with Friday evening social groups for clients if required (sickness/annual leave cover)

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
Ability to work on own initiative

Personal Attributes:

Drive and commitment
Flexibility and adaptability
High standards
Approachability
Empathy
Planning and organisation