

# Job Title: Project Co-ordinator/Classroom Assistant

The logo for 'reach' is located in the top right corner of the page. It consists of the word 'reach' in a lowercase, sans-serif font, positioned to the right of a vertical red bar that extends from the top edge of the page.

**Salary:** National minimum wage/National living wage (age dependent)

**Location:** Reach Mansfield, St John's Centre, St John's Street, Mansfield, Notts, NG18 1QH

**Post 1:** 37.5hrs per week (8.30am-4.30pm Monday - Friday) - Full time, permanent

**Post 2:** 28 hrs per week (Mon, Wed, Thurs, Fri 9.30am-3.30pm, Tues 9am-3.30pm) with the expectation to attend monthly staff meetings to be paid as overtime. - Part time, permanent

**Reporting to:** Centre Manager/Deputy Manager

## 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.

The role is not suitable for home or hybrid working.

## Key Responsibilities:

### Classroom

Set up and clear down for classroom sessions including sourcing materials and equipment as required  
Support Tutors in the delivery of their sessions and cover as and when required (training will be given)  
Ensure the safety and wellbeing of clients during activities  
Undertake cleaning as required

### Clients

Provide support for groups of clients with additional needs in sessions (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 (training will be provided)  
Provide 1:1 support for an identified client in sessions (on or off the premises)

### Administration

Support Tutor's administrative tasks including photocopying, printing etc

### Other Duties

- Generally, support the Centre Manager in the development and delivery of services
- Attend required training in Safeguarding, Data Protection, Health & Safety, First Aid and any other subjects identified as a requirement for the role
- Access and contribute to supervisions and appraisals with the line manager at agreed intervals
- Work, always, in accordance with Reach policies and procedures
- Assist with provision of refreshments and cleaning/washing up
- Attend staff briefings and meetings as required
- Communicate effectively with team members, clients and carers

Reach retains the right to change or assign other duties to this position to meet the needs of the Charity.

<b>Person Specification</b>		
<p><b>Essential Criteria</b></p> <ul style="list-style-type: none"> <li>• Works well and efficiently in a team and independently.</li> <li>• Communicate clearly and concisely through a variety of methods (verbal and written).</li> <li>• Good time management, enabling deadlines and time scales to be met.</li> <li>• Flexible and adaptable approach to their work.</li> <li>• Works collaboratively with a variety of stakeholders.</li> <li>• Solution-focused and has a can-do attitude to problem-solving.</li> <li>• Proactive, concise and considered in decision-making.</li> <li>• Good attention to detail within their work.</li> <li>• Self-motivated to make a positive difference and elicit individual and organisational growth.</li> </ul>	<p><b>Desirable Criteria</b></p> <ul style="list-style-type: none"> <li>• Experience working with adults with learning disabilities.</li> <li>• Experience in using IT.</li> <li>• Good knowledge and experience of safeguarding.</li> <li>• Can drive and is willing to travel for work purposes.</li> <li>• Creative and innovative in their ways of working.</li> </ul>	<p><b>Key Skills &amp; Qualifications</b></p> <ul style="list-style-type: none"> <li>• Person-centred working and non-judgemental approach.</li> <li>• Able to maintain strict confidentiality of all personal and sensitive information, complying with GDPR and safeguarding standards.</li> <li>• Basic Health &amp; Safety.</li> <li>• English – for written and spoken communication.</li> <li>• Ability to work on own initiative.</li> <li>• Approachable and empathetic.</li> </ul>
<p><b>Being a 'Reach Person':</b></p> <ul style="list-style-type: none"> <li>• Inspires trust and confidence in others.</li> <li>• Treat others with dignity and respect to create an environment that contributes significantly to everyone feeling safe, encouraged and valued.</li> <li>• Promotes innovation, inclusion and diversity that provides everyone with the right to aspire.</li> <li>• Can build and maintain strong relationships by taking time and investing effort to understand the unique needs and goals of the organisation and individuals.</li> <li>• Emphasises and understands the importance of individuals' rights to participate.</li> <li>• Understands the importance and, prioritises listening to, the voices of people with learning disabilities and their families.</li> <li>• Commits to and maintains high standards in every aspect of their work.</li> <li>• Advocates for people with learning disabilities living independent lives.</li> </ul>		