Sight Support Derbyshire
Job Description & Person Specification

TITLE:	'Opening Doors' Social & Leisure Project Worker
RESPONSIBLE TO:	Operational Services Manager
HOURS:	15 hours per week
SALARY:	£10.74 per hour - £8,377 for 15 hours per week; (£20,943 full time equivalent)

PURPOSE OF JOB:
To help visually impaired adults in Derbyshire access community leisure and recreational activities. This will be done by:

1. Working with the Operational Services Manager to develop an activity programme that meets the needs of visually impaired people and enables them to be included in community and on-line/telephone social activities.
2. Managing the day-to-day running of Sight Support Derbyshire's (SSD) 'Opening Doors' Project.
3. Supporting the recruitment and training of volunteers and managing volunteers under your responsibility.
4. Networking with other agencies and businesses to promote social inclusion for visually impaired people.
5. Using I.T. accurately to record and monitor information and to support visually impaired people, to access on-line and telephone social opportunities.
6. Actively promoting the wider work of SSD, assisting in the development of all its services and attending relevant events.

KEY TASKS:

1. **Develop an activity programme that meets the needs of visually impaired people and enables them to be included in community based and on-line/telephone social activities.**

   a) Maintain information about social and leisure initiatives across Derby and Derbyshire, particularly in the larger conurbations of Derby City and Chesterfield. Where appropriate take advantage of these and develop partnerships to provide access to services for visually impaired people.

b) Lead and support basic research with service users to understand the needs of visually impaired people for social and leisure activities in local areas. This may include the use of on-line or tele-conferencing.

c) Develop and maintain a framework for introducing new social and leisure services, including health and safety procedures, access by public transport, volunteers training etc.

d) Make use of SSD and partner agencies to publicise and promote social and leisure services. Develop contacts with partner agencies and provide them with information about planned activities programmes. Produce simple posters and leaflets to be placed at venues that we use, or where we may contact visually impaired people.

e) Setting up small groups around subjects of interest using on-line or teleconferencing. This may include book clubs, quizzes, discussion groups etc.

2. Manage the day-to-day running of Sight Support Derbyshire's 'Opening Doors' Project.

a) Identify the needs for specific social and leisure activities in the focus areas of the project.

b) Ensure that all activities have adequate trained staff and/or volunteer cover.

c) Ensure that the services are all risk assessed, and comply with health and safety legislation.

d) Ensure that services meet the needs of clients through regular follow-up. Monitor user feedback, on suitability of services.

e) Collect and account for client contributions to service activities including providing assistance when a visual impaired person requests your help with handling their cash.

3. Support the recruitment and training of volunteers and manage volunteers under your responsibility

a) Work with the Volunteer Co-ordinator to recruit suitable volunteers.

b) Ensure all volunteers have adequate training and support.

c) Check and approve volunteer expenses.

d) Complete the annual volunteer reviews.

4. Network with other agencies and businesses to promote social inclusion for visually impaired people.

a) Liaise with other providers of social and leisure activities in order to provide shared services where appropriate.

b) Provide basic awareness raising and access ‘tips’ for other agencies and businesses providing social and leisure activities.

c) Promote the use of accessible community venues for group meetings and activities.

5. Use of I.T. to accurately record and monitor information

a) Collect data and monitor services so SSD is able to produce outcome information.

b) Assist in preparing reports and data for internal and external monitoring requirements.

c) Keep electronic records of service users, volunteers, partners and stakeholders.

d) Work with colleagues to prepare leaflets and other promotional materials.

6. Actively promote the wider work of SSD, assisting in the development of all its services and attending relevant events.

a) Attend wider organisational events as agreed with your line manager, promoting the work of the specific project and also the other services offered by SSD and supporting organisational fundraising work.

b) Contribute to the wider development of the organisation.

7. General

a) Ensure the associations equal opportunities policies are adhered to.

b) Comply with SSD Health and Safety policies at all times.

c) Undertake any duties which can be reasonably required as part of your employment with SSD.

d) Ensure that you behave in a professional manner and present a good image of SSD at all times.

PERSON SPECIFICATION:

ATTRIBUTES	ESSENTIAL/DESIRABLE
MANAGEMENT SKILLS	E- Able to manage and support volunteers E – Able to self-manage workload to agreed timeframes
JOB/TECHNICAL & KNOWLEDGE SKILLS	E- Full driving licence & use of a vehicle for work. E – Able to use social media applications for group sessions (Zoom, Microsoft Teams or similar) D - Working knowledge of Health & Safety issues and policies relating to lone workers. D - Proven experience of collaborative working with other groups or agencies D –Previous experience of managing and developing social and leisure services for small groups D – Knowledge of visual impairment (but full training will be given) D- Willing and able to drive the company vehicle (small van)
ADMINISTRATION & ORGANISATION SKILLS	E- Strong planning and organisational skills E– Detailed and accurate record keeping E- Able to record management information E – I.T literate. D- Experience of completing simple financial documents e.g. orders, petty cash forms etc.
CHARACTER, STYLE PHYSICAL ISSUES ATTITUDE	E – Personable and able to get on with a wide range of people. E – Able to deal sensitively with visually impaired people. E – Open minded to all cultures & ways of life. E- Good problem solving skills. E – Work on own initiative. E – Able to work to deadlines. E – Exercise discretion and confidentiality. E – Calm approach. E – Team player. D - Able to negotiate.
COMMUNICATION SKILLS	E – Good personal presentation skills E – Good oral / written communication skills

REPORTS

No member of staff reports to this position but the role is responsible for a number of volunteers.

LEVELS OF AUTHORITY

No authority to commit expenditure without prior approval.

OTHER INFORMATION

The ‘Opening Doors’ Project Worker must be willing and able to travel across the county. As regular travel and transporting of equipment is required, use of a vehicle is essential.

KEY TERMS OF EMPLOYMENT

HOURS	15 hours (likely to be 2 - 3 days) per week
HOLIDAYS	25 days + bank holidays pro rata, (after 2 years’ service 1 additional days holiday will be given for each full year of service completed, up to a maximum of 30 days per year).
SALARY	£10.74 per hour - £8,377 per annum for 15 hours per week
NOTICE	4 weeks (following probationary period)