**JOB DESCRIPTION**

**Job Title Woodworking & Practical Skills Project Worker**

**Date of issue: February 2022**

**Project Area**

The Accessible Workshop - a project which enables people with a Learning Disability or Autism to build real-world work skills via a Social Enterprise model

**Job Purpose**

This role will be responsible for contributing to the on-going development of this new social enterprise. You will help to plan and deliver sessions that enable people of all ages to learn practical woodworking skills, to build confidence and inspire creativity and personal development

**Reporting Lines and Key Relationships**

Reports to: - Head of Adult Services

**Key Responsibilities and Accountabilities**

The main responsibilities are:

• To plan, create and deliver a range of sessions to promote and encourage the development of woodworking and practical skills

• To actively promote lifelong learning and independent living, both one to one and in groups

• To actively support members to enhance wellbeing and ensure a safe environment at all times. To take remedial action, when required, including hygiene support and first aid

• To build effective relationships and understand the individual’s specific needs and ensure our interactions meet these needs and that individuals grow in confidence and skills

• To effectively manage all stakeholders and ensure that effective communication and feedback is provided; including member guardians, education establishments and care providers

• To regularly complete Inventory or workshop tools and consumables (screws, fixings, sandpaper etc)

• Ensure that Workshop Health & Safety is promoted and maintained at all times

• To work alongside the employability team to forge positive links to external providers and aid Talkback students and members to gain meaningful work experience placements

• Understand the importance of Safeguarding and actively take appropriate steps when concerns are identified

• To evaluate all sessions and interactions in order to evidence learning, further develop session work, for individual growth and to provide contract feedback e.g. OFSTED. All evaluation reports must be completed to the prescribed standards.

• To assist the Heads of Service in the development of The Accessible Workshop Social Enterprise

**Personal Attributes**

**•** Skilled in use of common woodworking hand tools, power tools and machinery

• Able to be creative and select projects to make, market and sell in The Accessible Workshop

• Be flexible and self-motivated with a dedication to enabling people to progress and develop woodworking and practical skills

• Good time management and the ability to prioritise your workload

• Be IT literate and able to use a laptop

• Good working knowledge of all Microsoft Windows packages

• Punctual and presentable

• Good team player

• Willing to learn, as ongoing training is provided

• Effective communications with colleagues and the Management team

• Calm temperament under pressured conditions

• Full UK driving licence and use of a car as you will need to travel to locations across the county

• Willingness to travel and transport members, sometimes with wheelchairs

• Eligibility to work in the UK

• Satisfactory DBS check.

**Qualification and Training Requirements**

• An up to date knowledge and experience of the Craft or Construction industry or related area of trade is desirable

• Hold or working towards a relevant craft or construction qualification (for example NVQ in Carpentry & Joinery at Level 3) would be preferred

This job description is intended to be an indication of the scope of the role, over time the role will evolve with changing requirement and technical advances. In addition to these functions, employees are required to carry out such other duties as may reasonably be required.

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| Name of Job Holder |  |
| Signed by Job Holder |  |
| Date |  |

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| **Our Safeguarding Statement**  Our organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.  **Rehabilitation of Offenders Act**  This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are not entitled to withhold information about convictions, which for other purposes are ‘spent’ under the provision of the Act.  We are committed to carefully screening all applicants who will work with our vulnerable members including children, young people and adults with care and support needs. All applicants are expected to undertake employment checks, a Disclosure & Barring Service check and provide previous employment references.  We expect all staff to have a knowledge, understanding of and demonstrable commitment to, Safeguarding Children and Young People (Every Child Matters) and Vulnerable Adults.  All staff must be able to demonstrate the values and behaviours suitable to work with children and young people and provide demonstrable commitment to Equality & Diversity, Child Protection, Safeguarding and Prevent. They must show a desire to challenge inequality, promote diversity and adhere to Talkback’s Policies and Procedures.  Carry out all duties with an awareness and understanding of the Safeguarding requirements within the area of responsibility. Work complies with all safeguarding policies and procedures that apply to the role. Behaviours and actions support the safeguarding of children, young people or adults with care and support needs as appropriate. |