



JOB DESCRIPTION

Job Title: Community Support Worker

Purpose

To undertake delivery of a project involving support for those suffering from depression and anxiety by running the Depression and Anxiety Support Group, recruiting and arranging training for volunteers, particularly listeners and undertaking the preparation of reports to the funders of the project.

Responsible to: All Saints Community Project Trust and line managed by the Community Project Trust Community Worker

Key Responsibilities

1. The organisation and delivery of a fortnightly Depression and Anxiety Support Group, ensuring the programme of activities meets the requests of existing membership.
2. Undertake one to one meetings with all volunteers on a quarterly basis ensuring paperwork is completed accurately and volunteer agreements are in place.
3. Maintain up to date publicity for the Magpie Centre advertising the availability of Café Chat Listeners, ensuring information is targeted at the area in the project bid and that 90% of participants come from the area.
4. During the year, recruit and ensure training support for 5 volunteer listeners for the café. Obtain and record information on café and project usage by customers and on activity of listeners to populate returns to the funders.
5. Set up a user group of at least two listeners and four residents to progress the Depression and Anxiety Support Group and to formulate a plan for sustainability.

6. Prepare monitoring reports for submission to the funders twice yearly; reports to be prepared in line with the outcomes and activities plan for the project.
7. Undertake any such tasks as requested by the Board of Trustees of the Project or the Manager thereof.

Person Specification

Knowledge

1.1 Essential

- 1.1.1 Understanding of depression and anxiety
- 1.1.2 Understanding of volunteering
- 1.1.3 IT literate

1.2 Desirable

- 1.2.1 Health and safety and equal opportunities
- 1.2.2 Knowledge of a range of mental illnesses

Skills

2.1 Essential

- 2.1.1 Excellent interpersonal and communication skills
- 2.1.2 Able to work on own initiative with minimum supervision
- 2.1.3 Good organisational and reporting skills
- 2.1.4 Able to work as part of a team
- 2.1.5 Ability to run a Service User Group

2.2 Desirable

- 2.2.1 Ability to network with other service providers when required

Experience

3.1 Essential

- 3.1.1 Working with or undertaking work as a volunteer

3.2 Desirable

- 3.2.1 Relevant experience

Qualifications

English and Mathematics at Level 2 or above

Terms and Conditions

Contract:

This is a contract for 15 hours per week. The basic working hours to be Monday to Wednesday for 5 hours per day and subject to flexible working. The post will include 5-6 p.aid weeks holiday pro-rata per annum including bank holidays. Salary will be paid on a monthly basis on 20th of each month over 12 months.

The post-holder will be employed by The All Saints Community Project Trust, Chatham.

The Community Support Worker will be based at The Magpie Centre, 33 Magpie Hall Road, Chatham ME4 5NE.

To help in fulfilling the duties outlined above, the post-holder will have full use of the equipment and facilities available at the Centre.

Disclosure and Barring Service:

The Community Support Worker working for All Saints Community Project Trust is required to take part in the DBS disclosure process. This is to protect children and vulnerable adults with whom the post-holder may come into contact. This will take place prior to commencing work and any appointment is subject to the Safer Recruitment Policy and DBS clearance being received.

Salary:

£7714.20 per annum for 15 hours per week on a fixed term contract to 31 August 2017

All reasonable working expenses authorised by the Line Manager are paid in full.

July 2016