

Project Worker *Job Pack*

Sunnyside Rural Trust (SRT) is a **leading** horticultural charity **dedicated** to supporting young people and adults with learning difficulties by providing **meaningful work experiences** and **skill development** opportunities. Through our work, we **empower individuals** to gain confidence, wellbeing, independence, and employment skills in a **nurturing environment**.

The role of a Project Worker is to **provide support to groups of young people and adults with learning disabilities**, helping them **develop their work skills in a rural environment**. We are looking for people who are **passionate about improving the lives of people with learning disabilities** and creating opportunities for them to excel.



JOB DESCRIPTION

JOB TITLE: Project Worker

ACCOUNTABLE TO: Site Manager

HOURS OF WORK: Full-time 37.5 hours per week, typical hours are 8 am - 4 pm, Monday- Friday. The post will require some evening and weekend work. Hours can be flexible. Part-time hours are available. Starting salary is £12.75 per hour, £24,862.50 full-time. We also offer a range of attractive staff benefits and great development opportunities.

MAIN PURPOSE OF THE JOB:

- To support the team and the Manager in providing a high quality day and employment placement to people with learning disabilities.
- To organise and participate in indoor and outdoor activities around social enterprise, horticulture, conservation and animal care.
- To carry out all duties as instructed in a satisfactory manner and in accordance with SRT's philosophies, values, principles, aims and objectives.
- To work within legal requirements, relevant policies, procedures and guidelines.
- To take joint responsibility for organising trainee activities, which support the maintenance, upkeep and development of the Sunnyside sites.

MAIN DUTIES

1. Trainee Support

- 1.1 To supervise trainees, leading a range of indoor and outdoor activities such as gardening and conservation. Demonstrating tasks and encouraging their participation in such. As and when necessary leading a range of indoor activities such as cookery, crafts, wood work, shop work etc as agreed with trainee reviews and support plans. To supervise trainees in aspects of animal care. Currently chickens, pigs, sheep and goats.
- 1.2 In conjunction with relevant SRT personnel and other professionals, participate in devising, maintaining, monitoring, updating and recording of information in relation to trainees' plans.
To participate in regular team meetings, contributing to discussions about trainees care plans and individual plan goals. To inform other members of the team and the Manager of any changes in trainees health, behavioural, emotional, psychological or mental health, or current issues so that support can be sought if necessary.



- 1.4 To provide verbal support only to trainees with personal hygiene. It is expected this will be dealt with in a manner which will maintain the dignity of the trainee at all times. (This does not include any intimate personal care only verbal advise and instruction when necessary) To ensure that the care and support given to trainees by the team is consistent and the team is working to shared aims and objectives; Positive behaviour support plans and care plans are followed consistently.
- 1.5 To actively create and support opportunities for each trainee to have their views represented.
- 1.6
- 1.7 To provide the trainees with support coaching and guidance. Provide a positive role model in respect of independent living, interpersonal and self help skills. Monitoring individual trainees training and development programmes.
To play an active role in SRT's training for trainees, assessing and recording tasks and progress in a manner consistent with good practice.
- 1.8
- 1.9 To drive the SRT minibuses, people carriers and work vehicles.
To be part of the driving rota, to ensure the safe transportation of the trainees to and from the sites.

2. Health and Safety

- 2.1 To carry out all individual responsibilities as defined by the organisational policy and the Health & Safety at Work Act including participating on the cleaning rota.

3. Administration & Finance

- 3.1 To complete, maintain and store all necessary records (for example-accident & incident reports, record financial transactions, trainee communication books, staff communication and hand over records, diary entries, minutes of meetings, reports, etc.) and meet deadlines as defined.
- 3.2 To complete own records related to own employment (for example- appraisals,
- 3.3 training requests, using the HR online system).
- 3.4 To undertake any delegated responsibilities in relation to the organisation's business plan.
To deal with all information in line with the organisation's policy and procedure with regard to confidentiality and data protection (GDPR) policies.

4. Relationships and Communication

- 4.1 To work as an integral member of the team. For example working on any of our four sites when necessary to cover staff absences etc;
- 4.2 To attend and participate in meetings, recording minutes and obtaining records, as
- 4.3 required.
- 4.4 To encourage trainees to develop positive, appropriate relationships with others at the Trust's centres.
- 4.5 To develop positive, professional, effective working relationships with relevant SRT personnel and external professionals.
- 4.6 In a professional manner, take and relay both written and verbal messages, taking appropriate action when required.
To immediately report to the Manager the receipt of any complaint regarding staffing, care or facilities.



PERSON SPECIFICATION

Project Worker

In addition to the attributes detailed below, we are seeking an individual who shares the values of Sunnyside Rural Trust.

1. Attainments (e.g. educational / professional / training qualifications, licences, specific work experience, etc.)

Essential:

- Experience of working with adults with learning disabilities and /or working in a care setting
- To hold or be willing to work towards mandatory social care qualifications, and those as required by the Trust relevant to this post.
- Full manual licence valid for driving in the UK (if employed to drive).

Desirable:

- Experience of working with young people / adults with Autism
- An awareness of national social care policy issues and relevant legislation.
- To hold a recognised social care qualification
- Horticultural experience or qualification

2. Special Aptitudes (specific skills /abilities /competencies, e.g. numerical /communication /creative skills, etc.)

Essential:

- Experience and/or competence in horticulture
- The ability to transfer the above skills to our service users at a level appropriate to each individual;
- A good standard of literacy and numeracy, with the ability to record documentation accurately, legibly and in line with the organisations policy and procedure.
- Good IT skills in Word and email.
- Ability to communicate clearly with service users, colleagues, families and other professionals.
- Ability to work on own and as part of a team.
- Ability to plan and organise own workload and meet deadlines.
- To maintain confidentiality within the organisational policy and procedures.
- Ability to deal with behaviours that may challenge, from service users.

Desirable:-

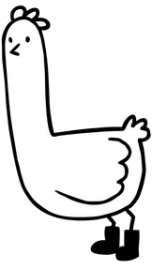
- Ability to think creatively to devise a variety of tasks and activities
- A knowledge of horticulture and an ability to safely carry out and supervise a range of horticultural and conservation activities at Trust sites.
- Advanced IT skills
- Retail experience for our social enterprise activities
- Interest/skills in conservation and the environment
- Knowledge around food and nutrition and the ability to cook, and support others to do so.
- Knowledge/experience around animal care, ie chickens, pigs, sheep and goats, etc.
- Ability to carry out maintenance and DIY tasks across our sites.
- Ability to plan and run creative activities such as woodwork for social enterprise purposes.

3. General Intelligence (e.g. ability to define /solve problems, use of initiative, learn new skills, etc.)

Essential:

- Ability to problem solve competently and work on own initiative
- Able to project plan and deliver

Desirable:



4. Disposition (e.g. attitude to work / people)

Essential:

- Ability to manage yourself and others in stressful situations.
- Positive attitude towards people with learning disabilities.
- An adaptable and flexible “can do” approach to your work e.g. if required to occasionally stand in for other staff,
- Working outdoors in all seasons
- Reliable attendance and good time keeping
- To promote a positive image of the organisation and service users at all times
- To support service users in their personal choices and beliefs.

Desirable:

- Experience and willingness to work with customers / clients, representing Sunnyside both within our farm shops and on our outside contracts in our local communities (social enterprise).

5. Health (physical attributes, e.g. ability to lift, general health, speech, male/female, etc.)

Essential:

- General good health;
- A good standard of personal hygiene and grooming;
- Ability to support service users in their daily activities, e.g. cooking, crafts, retail, horticulture, woodwork, animal care etc.
- Ability to perform moving and handling tasks relevant to your job.

Desirable:

- The ability to perform physical horticultural tasks;

6. Interests (work/leisure related, e.g. charring committees, teamsports, outdoor interests, gardening, ‘specific’ etc)

Essential:

- An interest in working with people with learning disabilities
- Interest in creative activities
- Interest in horticultural
- Interest in fundraising activities on behalf of the charity

Desirable:

- An interest in leading or participating in team or group activities;
- Allotment holder or experience of growing food
- Willow craft

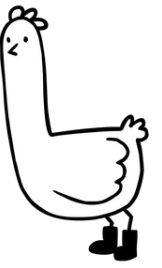
7: Circumstances (e.g. other commitments, religious or secular, e.g. other commitments, religious or secular, mobility, ability to work weekends, holidays etc.)

Essential:

- Availability to occasionally work outside of your regular hours to attend SRT staff meetings, cover events/stalls, attend training and attend client centred meetings.
- Willingness to drive the Trust minibus / work vehicles as and when needed.

Desirable:

- A flexible approach to holidays



SUNNYSIDE'S VALUES

1. **We value our people and work as a team.** We:

Listen to each other and show respect.

Empower people to reach their goals in a safe environment.

Support everyone in a fair and inclusive way.

2. **We have a passionate, "can do" approach to our work.** We are:

Resilient

Creative

Dedicated

3. **We care deeply about the environment and offer inventive and sustainable services to the community.** We stand for:

Quality, Enterprise, Reliability

Sunnyside Rural Trust strives to be an Equal Opportunities employer. We are committed to safeguarding and promoting the welfare of adults with learning difficulties and all vulnerable groups and expects all staff and volunteers to share this commitment.

