

The Learning Tree Partnership Support Worker Job Description



The Learning Tree Partnership SCIO
Registered in Scotland as a Charity. SC046044

<p>Employer</p> <p>Job Title</p> <p>Hours</p> <p>Leave</p> <p>Salary</p> <p>Duration</p> <p>Responsible to</p>	<p>The Learning Tree Partnership (SCIO)</p> <p>Support Worker</p> <p>20 hours per week</p> <p>20 days annual leave and 12 public holidays pro rata</p> <p>£8.75 per hour</p> <p>The post is from 1st July 2018 – 31st March 2021</p> <p>Development Worker</p>
<p>Job Purpose</p>	<p>The Learning Tree Partnership need an enthusiastic, motivated worker who will support the work of the Development Worker.</p> <p>This post will also require someone with the skills to provide support to learners, recruit learners and recruit learning support volunteers.</p> <p>The worker will be required to work on their own initiative and be able to plan and organise their time and daily activities and be accountable to the Development Worker.</p>
<p>Key areas of work</p>	<p>Recruit people with a learning disability to gain skills in customer service, working with money and working in a book shop environment</p> <ul style="list-style-type: none"> ○ Recruit at least 6 volunteers with a learning disability to become Customer Service Volunteers between 01.07.18 – 31.3.19. ○ Recruit at least 10 volunteers with a learning disability to become Customer Service Volunteers between 01.04.19 – 31.3.20. ○ Recruit at least 10 volunteers with a learning disability to become Customer Service Volunteers between 01.04.20 – 31.3.21. ○ Support the training of volunteers with a learning disability ○ Provide on-going support in the book shop for volunteers

	<p>Help with recruitment and training for Learning Support Volunteers</p> <ul style="list-style-type: none"> ○ Work with Development Worker to support the recruitment and training of 4 Learning Support Volunteers between 01.07.18 and 31.03.19 ○ Work with Development Worker to support the recruitment and training of 5 Learning Support Volunteers between 01.04.19 and 31.03.20 ○ Work with Development Worker to support the recruitment and training of 5 Learning Support Volunteers between 01.04.20 and 31.03.21 <p>Support people with a learning disability to achieve the practical and learning elements of volunteering in a book shop.</p> <ul style="list-style-type: none"> ○ Support the Development Worker to contact learners and arrange rotas for the book shop and learning sessions ○ Support the Development Worker to provide ongoing training for learners ○ Provide ongoing support to learners in the book shop
<p>Other Duties</p>	<p>The job description is a broad picture of the post at the time of preparation. It should not be seen as an exhaustive list of all possible duties and will be subject to review from time to time. The post holder may be required to undertake such other duties as may be required including:</p> <ul style="list-style-type: none"> ○ Ensuring that the book shop and learning environment is a safe and healthy place ○ Promoting the work of The Learning Tree Partnership

Person Specification Criteria

Essential	Desirable
Ability to motivate and inspire others	Experience of using IT as a learning resource
General understanding of delivering learning programmes	
Ability to demonstrate flexible and innovative thinking	
Ability to demonstrate skills in relationship building and team working	
Excellent communication skills and the ability to communicate effectively with a diverse range of people	
Good organisational, administration and time management skills	
Ability to be self directed and motivated	
Knowledge and experience of working with people with learning disability	

CONDITIONS OF SERVICE

- **The Learning Tree Partnership has an equal opportunities policy and seeks to be an equal opportunities employer**
- **A pension scheme will be offered**