

## **JOB DESCRIPTION**

<b>GROUP WORKER LEARNING DISABILITIES</b>
£23,660 per year (£14,196 pro-rata)
21 hours per week
Fixed term contract until 30 September 2023
Based at home, but covering Swansea & Neath Port Talbot

***The Group Worker is responsible to the Project Co-ordinator - Your Voice Advocacy and will be expected to carry out the following roles tasks and activities:***

- Establish and sustain groups of adults with a learning disability across the area of Swansea and Neath both online and in the community.
- Assist in the delivery of regular events and activities to adults with a learning disability and encourage membership of West Glamorgan People First. Maintain accurate records of each meeting, event or activity.
- Train and support vulnerable adults and people with disabilities to become volunteer 'peer advocates' and to attend relevant external events and activities and representative bodies.
- Help with maintaining a membership list and keeping in regular contact with West Glamorgan People First members.
- Work in partnership with other Your Voice Advocacy projects and services and other organisations.
- Help to produce documents in 'Easy Read' format.
- Contribute to the YVA's Website and social media content.
- Prepare reports for the Project Coordinator and Trustees Board.
- Ensure that all activities are undertaken in accordance with Equal Opportunities.
- Undertake other duties that can be reasonably assigned within your capability.

## **Person Spec**

### **Qualifications:**

- NVQ level 2 or equivalent evidence-based qualification
- Good standard of secondary education

### **Desirable**

- NVQ Level 3 or above in relevant subject area.

### **Experience**

- At least one year paid or voluntary advice work with adults with a learning disability, working in or with groups or delivering training.
- Participation in an organisation whose work partly or wholly involved delivering advocacy services and promoting the wishes and feelings of its service-users.
- Experience of building and maintaining community-based networks.
- Familiarity with the legislation and regulations affecting Advocacy provision in Wales.
- Time spent representing service-users in meetings/negotiations with organisations delivering a service, e.g. NHS or local government.
- Familiarity with communicating and promoting services via social media or through a Website.
- Having a driving licence and access to own vehicle is essential.

### **Key Skills and Attributes**

- Good verbal and written communication skills
- Good organizational skills
- Maturity
- Confidence
- Patience/Tolerance
- Versatility
- Resilience/Enthusiasm