

## **JOB PACK:**

### **Supporter – Flexible Cover**

#### **About Skillnet Group**

We are people with and without learning difficulties in Kent working together to achieve equality.

Skillnet Group is also a social enterprise. As a Community Interest Company, all our profit is put back into supporting the work we do.

- We support people with learning difficulties to speak up, make choices and become powerful and influential. We support them to gain opportunities and become more independent in learning, housing, work, health, money, travel, leisure and relationships.
- We support people to hear, respect and empower people with learning difficulties.
- We promote positive action to challenge negative attitudes about disability.
- We work with local communities so that people with learning difficulties become fully included and no longer segregated.

#### **Background to this job**

Skillnet Group was established in 2001 and now has 17 projects operating across East Kent predominantly in Sittingbourne, Dover, Canterbury and Thanet. Projects include music, media, performing arts, catering, campaigning and an upcycling / woodwork / carpentry workshop. We don't necessarily need people who can cover all geographical areas but this would be a helpful advantage.

Co-production is a core value and method for Skillnet Group. This means people working equally together to make the most of their respective experience and skills.

We are looking to recruit a team of Supporters to provide flexible cover for our projects and groups on a non-exclusive ad hoc basis. This will include covering

annual leave and sickness.

We are interested in hearing from people who have a diverse range of experience and skills and who think of their work as a vocation - more than just a job.

Apply online here: [skillnetgroup.co.uk/working/pages/jobapplication.php](http://skillnetgroup.co.uk/working/pages/jobapplication.php)

## Job Description

### Main aim:

To provide non-exclusive ad hoc support to our groups and projects and work alongside people with learning difficulties and/or autism to develop a wide range of skills

**Salary:** £8.75 per hour, annual salary is pro rata to a 37 hour week

**Hours:** Variable, flexible

**Location:** Sittingbourne, Canterbury, Dover, Thanet, depending on which Project / Group needs the cover

**Duration:** Permanent

**Probationary Period:** 3 months

**Annual leave:** 25 days per annum pro rata plus eight public holidays, payable in lieu

**Line management:** Central Team oversight

### Main responsibilities:

- Work alongside a group of people with learning difficulties to develop a variety of skills.
- Support everyone to work as a team, where everyone's views are respected and heard.
- Be responsible for ensuring that everyone is working in a safe way. This includes understanding and responding to Adult Protection and Young People issues appropriately.
- Work in line with all of Skillnet Group's policies and procedures.

## **Person Specification**

### **Essential**

Experience of working with people with learning difficulties and/or autism.

Experience and relevant skills relating to the group they are supporting within.

Able to support people well. This means showing that you understand that people need different types of support at different times.

Committed to working with people as genuine equals (we call this co-production), and supporting them in a way which gives them full choice and control (we call this personalisation).

Be an excellent communicator and able to communicate well with different types of people and organisations.

Be organised and keep your diary up-to-date.

Be able to use computers, especially the internet (including social media), email, Word and Excel.

Sensitive and tactful but also able to give an honest opinion.

Able to work using your own initiative and as part of a team.

A motivated person and able to motivate other people.

Reliable and punctual. Someone who does what they say they will do.

### **Very important**

Understand Equality and Diversity and put these ideas into practice.

You can listen and not just talk or take over.

Able to present and communicate information in an easy to understand way.

Knowledgeable about, and can apply, Vulnerable Adults Procedures.

Able to work within data protection guidelines and follow and confidentiality procedures.

Able to use a variety of creative ways to work with people to produce personalised records to evidence achievement and progress.

**Desirable**

Understand about the law and important plans and policies that relate to disability and learning difficulty.

Experience in authoring website content, social media, designing posters and other methods of communication for promotion and marketing.