



Project Officer Job Description

Responsible to:	Project & Communication Manager
Hours:	37 hours per week (Monday-Friday, may include occasional evening work)
Salary:	£24,500
Location:	Weston Super Mare with travel throughout North Somerset

Key purpose of the job role

The Project Officer will be responsible for the day to day operation of the psychoeducational aspects of the '[A Better Life](#)' project, a mental health and emotional well-being service for people with learning disabilities and/or autistic spectrum conditions (ASC).

Job Summary

Working as part of a team, the Project Officer will be responsible for organising & facilitating accessible psychoeducational groups covering a range of issues, for example, anxiety, self-esteem, keeping safe and sex relationships & the law and carrying out all related administrative tasks.

Duties & Responsibilities:

- Facilitate psychoeducational courses to address a range of emotional issues.
- Assess new referrals, carry out initial telephone/face to face consultations and allocate to appropriate courses.
- Complete risk assessments and data monitoring for people using the service.
- Contribute to the updating of both course & promotional materials.
- Administer self-evaluation tools for people using the service.
- Contribute to the project steering group.
- Produce written reports for medical services ie GPs where appropriate.
- Assess and refer people using the service for advocacy/person centred planning.
- Promote, encourage and support people using the service to access peer support groups, social and physical exercise activities.
- Produce reports to support the monitoring and evaluation of the project's services.
- Attend regular supervision and relevant training.

Other

- General office cover and enquiries.
- Undertake any other duties commensurate with the post.

General

The post-holder will be expected to adhere to all organisational policies, including health and safety.

Line Management

The post-holder will be accountable to Project Coordinator

Equal Opportunities

The post-holder will be expected to implement NSPF's Equal Opportunities Policy in all aspects of their work.

Confidentiality

The post-holder will be expected to abide by NSPF's Confidentiality Policy at all times.

Safeguarding Children & vulnerable adults

This organisation is committed to safe guarding and promoting the welfare of children and young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Core values, attitudes and behaviours expected of all staff associated with the role

Skills

- The ability to develop good relationships with service users, parents/carers & professionals
- Excellent team working skills and an aptitude for fostering good working relationships
- The ability to develop effective working relationships with co-workers who have a learning disability and/or ASC
- Excellent skills in communicating clearly, both verbally and in writing
- The ability to produce accessible (easy read) documentation
- Good IT skills, including word processing and database packages
- Good time management and organisational skills relating to the planning of and course delivery
- The capacity to work under pressure
- A high level of enthusiasm and self-motivation

Qualifications

- Minimum requirement is a level 3 mental health qualification
- This role is well-suited to a psychology graduate looking to gain valuable practical experience to progress their professional development in the fields of learning disabilities, ASC and mental health

Experience/Knowledge

- Good knowledge of common mental health difficulties
- Demonstrable knowledge of Learning disability, ASC & mental health
- Experience of managing & prioritising workload to deliver best possible outcomes for service users and meeting service targets
- Good understanding of NICE Guidelines (NG54) Mental health problems in people with learning disabilities: prevention, assessment and management
- Good understanding of relevant legislation e.g. Care Act 2014, Mental Capacity Act 2018
- Experience of facilitating groups and delivering training/presentations

NB: This role involves travel throughout North Somerset, therefore, the post holder is required to hold a current valid UK driving license and have access to a vehicle with appropriate business insurance