

Job Description:

Position: People's Voice Support Worker: Bristol

Salary: £12.24 per hour plus 12.07% annual leave entitlement

Hours: Sessional – This is a varied role working during core office hours 9am-6pm and occasional evenings.

Job purpose:

The post holder will work within our Bristol People's Voice team to support people with a learning disability or difficulty to lead on setting up an organisation led for and by people with a learning disability or difficulty. The role will involve working in a person-centred way to ensure the Project Workers are able to carry out their daily roles and their access requirements are met.

Key tasks and responsibilities:

- To work with the Project Workers to help them with daily duties, for example taking notes in meetings or with some administrative tasks, as directed by the Project Workers.
- Supporting the Project Workers with their communication needs, this could be helping to read an email, make notes, translating into plain English etc.
- To support the Project Coordinator with organisational tasks such as booking taxis and meeting rooms.
- To attend events and meetings as and when required to support the Project Workers to participate.
- To support the People's Voice interest group when they meet on a 6-weekly basis. Help with admin around booking and attending meetings

and supporting during the meeting e.g. refreshments, taxis, meeting people and showing them in to new spaces.

- To be willing to increase knowledge of learning disabilities/ difficulties and undertake training as required. To be led by the needs of those involved in People's Voice and not to make assumptions about what support they require.

General WECIL responsibilities:

- Uphold WECIL's Equal Opportunities Policies and ensure effective implementation in all relevant aspects of service delivery and staffing.
- Act at all times within WECIL's Rules, Policies, Procedures, Standing Orders and Financial Regulations and any other statutory requirements
- Observe WECIL's Code of Conduct at all times and advise any suspected breaches to the Line Manager.
- To work to the WECIL Charter and support other staff members to do so.
- To undertake training as required.
- To attend staff and team meetings as required.
- Observe health and safety procedures in the workplace to ensure personal safety and to safeguard the interests and safety of colleagues, service users and visitors.