

BIRMINGHAM ASIAN RESOURCE CENTRE

JOB DESCRIPTION

Job Title:	Skills Development Worker
Responsible to:	Project Coordinator
Accountable To:	Management Committee
Hours:	24 hours per week, (will include some evenings, weekends and bank holidays)
Salary:	£12,342
Job Overview:	<p>The primary aim of this job is to improve English language and IT skills of our service users by organising appropriate ESOL training and Basic digital skills Training. and</p> <p>To provide a range of health and wellbeing activities to people aged 55+ and their carers as described below in the main duties of this Job.</p>
Special Conditions:	<p>This post is initially for 3 years and may be extended subject to securing funding.</p> <p>The post holder will be required to work unsociable hours as and when required.</p>

Key Relationships and Job summary:

The post holder will work closely with the other workers of the centre to deliver outputs of the project whose overall aim is to:

- Reduce isolation
- Improve health and wellbeing through reduced weight, more effective ways to avoid or manage diabetes, more effective COVID-19 safety measures and vaccine take up, and greater openness in addressing mental health issues.
- Improve English language and IT skills enabling increased communication
- Reduce poverty by increasing beneficiaries' understanding of benefits and of money/ debt management techniques
- Improve access to health, training, housing and other mainstream services.
- Improve confidence

Main duties and Tasks of this Job will include :

1. To organise appropriate ESOL training and Basic digital skills Training to improve English language and basic IT skills of our service users.
2. To familiarise yourself with the main output and outcome of the project and devise delivery methods, output and outcome recording systems.
3. To contribute to reduction of isolation and improvement of confidence of our service users.
4. To work with other workers of the centre to deliver a range of support to improve the mental health and wellbeing of our service users .
Support will include: one to one short term support, a programme of health improvement and wellbeing activities, signposting to community services and activities.
5. To liaise with organisations and develop partnerships with key groups such as service users, their carers, voluntary and statutory organisations.
6. To support the process of consultation and involvement with local communities and groups, to enable local people to identify and articulate their own health needs and find ways to meet them.
7. To identify the information needs for health promotion and facilitate the development of both information and access routes to this information.
8. To assess the needs of the target groups and develop activities and projects to address those needs.
9. To develop effective links with primary structures, Health Development Workers and other networks.
10. To implement procedures, recording and paperwork for the service.
11. To promote the service to local partner organisations.
12. To accept referrals into the service
13. To meet with and assess people who would like to use the service
14. To ensure that good practice standards are maintained within the service
15. To monitor and evaluate the effectiveness of all activities ensuring support is reviewed on a regular basis
16. To collate and analyse evaluation feedback regarding the service to learn and to improve them.
17. To assist the development of funding reports
18. To attend local groups as and when required
19. To undertake quarterly monitoring of the project and provide accurate and comprehensive statistical information by agreed dates.
20. To evaluate the impact of the projects and promote projects with service providers, users and funders.
21. To undertake any other duties consistent with the main tasks of this job if needed.

Person Specification

Qualifications & Training

- Good level of general education
- A commitment to undertake appropriate training and to develop and keep up-to-date skills and knowledge relevant to the post.

Experience

- In delivery of the main duties of this project as described above.
- In the development, implementation and evaluation of health projects.
- In working with marginalised groups.
- In developing and implementing community based projects
- In partnership working and community engagement.

Skills

Ability to:

- Communicate effectively – both written and verbal
- Think laterally and prioritise issues
- Write reports and analyse information
- Seek out and implement innovative practice
- Work on your own initiative and as part of a team.
- Meet deadlines
- Speak and communicate in a South Asian language
- Use computer and IT equipment.

Knowledge

- A good understanding of needs of Black and Minority Ethnic communities
- An understanding of the community, voluntary and statutory sectors