



JOB DESCRIPTION

JOB TITLE: Sessional Worker for Adult Community Opportunities Project (COPs)
Days, Evenings and Weekends

REPORTS TO: Manager and Deputy Manager

LOCATION: Activities take place at our base in Hendon NW4 3SP, and
outings to various parts of London and the surrounding areas

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CONTEXT AND PURPOSE OF JOB

Community Opportunity Project (COPs) Workers are required to work in our community-based projects, enabling adults with learning disabilities and/or autism the opportunity to access community-based activities, encourage social interaction, promote good health and reduce isolation. This could be in groups or on a one-to-one basis.

MAJOR DUTIES AND RESPONSIBILITIES

- to promote value and respect for individuals
- to encourage, promote and facilitate safe inclusive activities and opportunities at our base in Hendon and in the community
- to ensure clients are encouraged to contribute their suggestions and ideas
- to support and encourage colleagues, positively promoting teamwork
- to plan and facilitate activities according to the monthly calendar
- to maintain appropriate records regarding the needs of the service
- to undertake training (on-line and in person) to develop awareness and professional development
- to attend staff and other meetings as appropriate

FINANCES

Taking responsibility for any finances relating to the activity you are working on, including taking card payments and issuing receipts when required. Assisting clients with orders and payments when out in the community.

You will also be required to keep a register of attendees.

HEALTH AND SAFETY

Ensure that Health and Safety policies and procedures are followed at all times, including risk

assessments.

EQUAL OPPORTUNITIES

Actively promote equal opportunities policies and anti-discriminatory practices at all times.

SAFEGUARDING

To understand safeguarding issues surrounding children and adults at risk and to follow the safeguarding policies.

GENERAL

The duties and responsibilities of this post may change over a period of time. Only significant additional duties or responsibilities as required by the Chief Executive will render the post for re-evaluation.