



Go Anywhere, Do Anything Project Officer

Job summary	
Hours:	17.5 hours per week, worked flexibly Evening and weekend work will be required
Contract type:	Permanent
Salary:	£26,926 pro rata + 3% pension contribution
Location:	Mainly Share HQ (SW11) and occasionally Share Garden (SW17). The role will include significant travel in and out of London during the day, evenings and weekends
Reporting to:	HR, Projects and Volunteer Manager
Closing date:	Thursday 20 th July at midday
Interview date:	Thursday 27 th July

About Share

Share Community has been transforming the lives of disabled people in London for over 40 years. We provide a wealth of opportunities from employability schemes and accredited vocational training, through to therapeutic, recreational and leisure services that promote health, wellbeing and independence.

We support disabled adults with a range of needs, including people with learning disabilities, physical/sensory impairments, autism and mental health needs. Our purpose-adapted centre in Clapham Junction houses a whole host of facilities, from a professional standard training kitchen, IT suite, and arts & sports facilities, through to our “Immersive Learning Centre”: a magical 4D space that creates virtual environments that promote learning through new technologies. Our onsite café and catering service provides training and employment opportunities and our horticultural centre, situated within 2.5 acres of beautiful gardens in the grounds of Springfield University Hospital, Tooting, provides a safe and supportive environment for disabled people to achieve qualifications in horticulture. Every week an average of 90 disabled people access our services.

Go Anywhere, Do Anything

Go Anywhere Do Anything (GADA) is a highly successful, user-led project that was initially funded by the City Bridge Trust for 3 years. Through the project, people with learning difficulties and/or autism, enjoy the best that London has to offer. Members go to sports matches, theatre, climb over the o2, go to seaside, cinema, gigs, historic houses, gardens, museums, club nights, restaurants, and much more. A team of 30 volunteer Social Buddies make it all happen by accompanying members with a shared interest, on the group trips. This year GADA will run at least 65 evening and weekend activities for 60 members to

access. We'll engage with those that are harder to reach, explore places outside of London, stay out late, and support members to achieve their health and wellbeing goals.

The role

The Project Officer will organise and facilitate trips, reach out to new members, conduct needs and risk assessments, liaise with venues, recruit and train new volunteers, support members to make choices, report on the project's progress, and assist in managing the budget. There are currently two paid staff members who run the project, and we are looking for a third to join the team so we can expand the project and its capabilities.

This post requires flexible working, including evenings, weekends and occasional late nights. You will need to work your 17.5 hours a week flexibly so as to include one, two or three evening and weekend trips, per month.

Why Share?

Over the last 3 years, our annual staff survey has reported that 100% of staff are satisfied, happy or very happy in their employment with us. We have a friendly, dynamic, and enthusiastic team. We are passionate about social inclusion and equality for all.

We provide five weeks paid holiday (excluding public holidays), increasing by a day for each year of service until six weeks has been reached. We provide an Employee Assistance Programme; a 3% contribution towards Share's pension scheme; and ongoing access to training and development opportunities. We also offer flexible working, season ticket loans, childcare vouchers and subsidised lunches in our on-site cafe.

Principal Responsibilities

1. Plan, organise and facilitate weekly activities, liaising with venues around accessibility and reasonable adjustments
2. Develop and facilitate a working group of members with learning disabilities and autism to plan and take part in arts, sports, and leisure activities in and out of London
3. Support and advocate for people with learning disabilities to speak for themselves and make life choices
4. Spend time getting to know current and new members, understanding their interests, support needs, and aspirations
5. Develop good working relationships with volunteers, getting to know their skills, interests and training needs
6. Carry out risk assessments for both individuals and trips in general, enabling members to take a degree of risk whilst staying safe
7. Liaise with members' families and carers, sometimes advocating on behalf of the member, and organising logistics in terms of access to trips
8. Monitor and record project activities, building up a portfolio of evidence with which to evaluate and further develop the project
9. Work flexibly, attending activities with members whether at night-time or weekends
10. Work in a way that celebrates diversity and values each individual and their choices
11. Attend meetings and events as required, and help out in other ways that are reasonable

Skills, Experience, Knowledge, and Values

1. Experience of working with disabled people from diverse communities, including those with learning disabilities and autism, in an empowering way
2. Experience of assessing people's needs and advocating for them, within a person-centred framework
3. Experience of liaising with a range of individuals, support networks and agencies on behalf of service users
4. Experience and enjoyment of managing volunteers, resources, and projects
5. Great listening, communication and facilitation skills, including the ability to communicate with those who are non-verbal
6. Ability to work as a strong team member, with the confidence to build good working relationships with staff, volunteers, families/carers and members
7. Excellent problem solving skills with a creative and exploratory approach
8. Excellent administrative skills and a passion for order and completion of tasks
9. The ability to work under pressure, have the ability to plan ahead, achieve given targets, and have an eye for detail
10. A wide range of interests, and the ability to relate to the varied needs and interests of our members
11. An understanding of what helps disabled people to become fully socially included, and a deep sense of justice and commitment to equality for all
12. A belief that everyone has something to offer others

How to apply

Please complete our application form and equal opportunities form from our website and email both to hadmin@sharecommunity.org.uk before the closing date of Thursday 20th July at midday.

We will endeavour to acknowledge receipt of your application form by email; however only candidates selected for interview will be contacted. You will be required to provide proof of qualifications and ID at the interview.

We welcome applications from everyone. We focus on ability and believe people work best when they feel valued, safe and happy. We do all that we can to make sure that Share is friendly and welcoming to everyone.

This job is subject to two satisfactory references, evidence of qualifications, an enhanced Disclosure and Barring check and providing evidence of right to work in the UK.

If you have a disability and would like to discuss other ways of submitting your application, please call Leanne on 0207 801 9825.

We are very much looking forward to receiving your application.

