

Inclusive Images



Job Title: Picturing Our Past Support Worker

Salary: £22,000 (pro rata)

Hours of work: 14 hours per week

Responsible to: Project Co-ordinator

Duration: Three year fixed contract

Purpose of Role: To provide a high quality, professional secretarial and organisational support to the Picturing Our Past project.

Key Tasks Will Include:

- Effective management of the electronic diary.
- Providing support for an extensive range of meetings and activities including; preparation of training materials and training room, management of an effective booking system, collating data, producing reports and maintaining databases.
- Dealing with correspondence, memos, reports and preparing presentations.
- Receiving and dealing with telephone calls and using initiative to deal with queries.
- Sorting, responding or drafting responses to incoming mail/emails in a timely and efficient manner.
- Working with Project Co-ordinator to create project resources for participants.
- Engaging with project social media groups.
- Providing support as required on project visits.
- Liaising with partners and participants as required.
- Organising and maintaining effective filing systems.
- Making travel arrangements, booking suitable venues, transport, materials etc
- Assisting with marketing and advertising activities, including updating Inclusive Images social media platforms.

Essential Experience and Skills:

- Good telephone manner.
- Proficient in MSOffice including Word, Powerpoint, Excel.
- Good understanding and experience of using social media as a promotional tool
- Excellent communication skills, both written and verbal.
- Ability to prioritise workload.
- Good interpersonal skills.
- Excellent organisational skills.
- Experience of working in a community-based organisation



- Experience of organising workshops and activities
- Experience of working with individuals with varying abilities
- Ability to self-start and confidently work unsupervised
- Able to communicate clearly and sensitively to a variety of different audiences and equally important to have excellent active listening skills
- Flexibility in relation to the needs of the project and hours of work
- Experience of monitoring and evaluating projects
- Experience of providing timeous reports

Desirable Requirements of the Role

- Experience of project management
- Experience of working in a creative environment
- Experience of audio/visual reporting
- Experience of facilitating therapeutic group work
- Understanding of social enterprises
- Driving license and own transport

Personal Attributes:

- Able to maintain high levels of discretion and confidentiality in all areas.
- Hardworking.
- Self motivating and able to use initiative.
- Willingness to learn about all areas of the business.
- Solution-focused.
- Thorough and takes pride in work.

Working Conditions:

- Office and home-based with opportunities for some work in other venues.
- Flexible hours (hours will be spread across three days)
- 14 hours per week initially with the possibility of extending hours.
- Periods without supervision.
- Inclusive Images is a registered Disability Confident employer

In addition, the post holder must empathise with the aims and objectives of Inclusive Images Ltd and be prepared to work collectively as part of a flexible team.

This job description will be reviewed regularly and may be subject to amendment

agreed in partnership with the postholder.

This post is subject to a PVG Scheme Record check through Disclosure Scotland and is dependent on suitable references.

