

Job Description and Person Specification for the Post of Community Activities Worker

1. Job Description.

Job Title:	Community Activities Worker (part time; 28 hours per month)
Salary:	£22,575 pro rata
Hours:	28 hours per month to be worked flexibly to meet the needs of the service; some out of hours work will be required.
Place of Work:	The service will be delivered from community locations in North, East, and South Ayrshire, with some home working. Significant travel throughout the Ayrshire & Arran area is required.
Reports to:	Epilepsy Fieldwork Team Leader, Ayrshire & Arran

Overall aim of the post: To work under the direction of the Ayrshire & Arran Epilepsy Fieldwork Team Leader to support the development and delivery of community-based support services in venues across the Ayrshire & Arran area to people of all ages with epilepsy, their families, friends and carers, and others involved in their lives.

Main Tasks:

1. To help organise and facilitate support groups, including online support groups, in North, East, and South Ayrshire, including support groups for special interest groups e.g. young people with epilepsy, carers.
2. To help organise and facilitate social events and opportunities for people with epilepsy and their carers, particularly those who are isolated as a result of epilepsy.
3. To identify, signpost and support people with epilepsy and their carers to access local social and volunteering opportunities.
4. To contribute to the development and delivery of a range of education and support options for people with epilepsy, their families, friends and carers.
5. To raise awareness across the Ayrshire & Arran area of epilepsy issues and the work of Epilepsy Connections by representing the charity at information and networking events.
6. To develop own epilepsy knowledge and undertake other appropriate professional development.

7. To be self-sufficient administratively, maintain appropriate records, statistics, reports etc.
8. To work to a plan agreed with the Epilepsy Fieldwork Team Leader, and other duties as required.

This post involves regulated work with adults and children and is subject to PVG membership.

Please note that this post involves lone working.

2. Person Specification

	ESSENTIAL	DESIRABLE
Good general education and commitment to ongoing learning	✓	
Qualification in health, social care, community development or counselling.		✓
Experience of providing support on an individual, family and group basis in community settings.	✓	
Excellent interpersonal skills and able to work in a person-centred, non-judgmental way	✓	
Understanding of the potential impact on individuals and families of living with epilepsy and of the principles of self-management.		✓
Knowledge of local health and social care services.		✓
Understanding of the voluntary sector.		✓
Able to work on own initiative.	✓	
IT skills including Word, Outlook, and Zoom.	✓	
Able to travel to all parts of the Ayrshire & Arran area.	✓	
Good knowledge of the Ayrshire & Arran area of local services.		✓