



Lanarkshire Deaf Hub  
105 Roman Road  
Motherwell  
ML1 1EA

## **Job Description – Project Worker – CMHWP Fund (updated Monday 07 April 2025)**

- Employer:** Lanarkshire Deaf Hub.
- Salary Scale:** £24,570.00 pro-rata (actual £17,550.00 / £13.50 per hour).
- Hours of work:** Part-time, 25 hours per week. Fixed-term contract until Tuesday 31 March 2026.
- Probationary Period:** 12 weeks.
- Based:** Motherwell, North Lanarkshire (possibility of hybrid to suit business needs) (Hybrid).
- Responsible to:** Projects Officer / Team Leader and Interim Manager.
- Screening:** This position is subject to satisfactory references.
- Overview:** The post-holder's main function is to manage the day-to-day activities of the Empowered Connections: Building Mental Health, Resilience, and Identity for Deaf Individuals and deaf / hearing CODAs Project. The Project Worker will also assist and support the Projects Officer / Team Leader and Interim Manager in developing and supporting the project.

The successful candidate will work 25 hours weekly for our Empowered Connections: Building Mental Health, Resilience, and Identity for Deaf Individuals and deaf / hearing CODAs Project.

The project aims to provide and coordinate workshops, facilitate support networks, and provide culturally competent care and advocacy for children and young people (and their families) with deafness, hearing loss, and CODAs.

Connecting Communities since September 2003  
Telephone: 01698 268700 | Mobile: 07396 845710  
Email: [admin@lanarkshiredeaf.org](mailto:admin@lanarkshiredeaf.org) | Website: [www.lanarkshiredeaf.org](http://www.lanarkshiredeaf.org)  
Lanarkshire Deaf Hub is the operating name for Lanarkshire Deaf Club SCIO.  
It is a registered SCIO (Scottish Charitable Incorporated Organisation (SC048560)).

Volunteers will also be recruited and trained by individuals who have living and lived experience of deafness and hearing loss. Volunteers play a key role in outreach and awareness.

The successful candidate will be able to work in a dynamic and supportive environment, contributing to the health, mental health and wellbeing of Deaf Individuals and deaf / hearing CODAs in Lanarkshire. The role offers the chance to develop and implement innovative solutions, and to make a significant impact on both deaf communities and people's lives. This role requires a flexible approach to working evenings and weekends.

### **Main responsibilities**

- Manage project delivery, respond to enquiries, ensure the provision of good-quality individual assessments and support planning involving the participants, and maintain a high quality of service for participants.
- Participate in internal and external meetings, representing the organisation as appropriate.
- Represent the organisation at meetings, training, and other appropriate events.
- Provide information, raise public awareness about the service, and support other organisations by providing information, advice, and guidance support about the service.
- Manage staff and volunteers, train, support, supervise, appraise and develop staff and volunteers.
- Manage finance and budgets, ensure correct entries and collation of information so all returns are made within allocated timescales.
- Service planning, to provide information and reports regarding service activity to contribute to the service plan.
- Work with participants, in accordance with local arrangements, to develop and maintain a range of carer support and education tailored to the area's needs.
- Attend and contribute to meetings, provide feedback on staff policy and operational changes and discuss issues.
- Provide information, advice, and guidance support to internal staff / volunteers and external stakeholders.
- Regularly connect, communicate and collaborate with external stakeholders and interdependent partners to share information, build working relationships, and ensure joined-up service provision.
- To participate in supervision.
- To provide support in updating the website and social media platforms.
- To ensure good practice in equality, diversity, inclusion, and fairness in all aspects of the charity's work.



Lanarkshire Deaf Hub  
105 Roman Road  
Motherwell  
ML1 1EA

- To assist the Projects Officer / Team Leader and Interim Manager with any other General Administrative tasks as required.
- To undertake any necessary training by the Projects Officer / Team Leader and Interim Manager.

### **Important notice**

The post holder may be required to undertake any other duties that fall within the nature of the role and responsibilities of the post as detailed above.

Additional information – VANL CMHWP Fund will fund this Empowered Connections: Building Mental Health, Resilience, and Identity for Deaf Individuals and deaf / hearing CODAs Project until Tuesday 31 March 2026.

End of document.