



Lanarkshire Deaf Hub  
105 Roman Road  
Motherwell  
ML1 1EA

## **Job Description – Project Worker – Carer Breather Project (updated Monday 05 May 2025)**

**Employer:** Lanarkshire Deaf Hub.

**Salary Scale:** £24,570.00 pro-rata (actual £12,636.00 / £13.50 per hour).

**Hours of work:** Part-time, 18 hours per week.

**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 primary role is to manage the daily activities of the Inclusive Carer Breather for Deaf Parents and Families Project. The Project Worker will also assist and support the Projects Officer / Team Leader and Interim Manager in developing and enhancing the project.

The successful candidate will work 18 hours a week for our Inclusive Carer Breather for Deaf Parents and Families Project.

The project aims to provide meaningful breaks and tailored support for deaf parents in North Lanarkshire who care for children, young people, and adults with various needs, including underlying health conditions / long-term conditions. Planned activities include respite and time-out opportunities, training and awareness sessions, emotional and peer support, advocacy, and financial guidance.

Connecting Communities since September 2003

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Lanarkshire Deaf Hub is the operating name for Lanarkshire Deaf Club SCIO.

It is a registered SCIO (Scottish Charitable Incorporated Organisation (SC048560)).

The successful candidate will have the chance to work in a dynamic and supportive environment, contributing to the health, mental health, and wellbeing of deaf parents and families in North Lanarkshire. This role offers opportunities to develop and implement innovative solutions, significantly impacting both deaf communities and people's lives. The position requires a flexible approach to working evenings and weekends.

## **Main responsibilities**

- Manage project delivery, respond to enquiries, ensure the provision of high-quality individual assessments and support planning with the participants, and maintain a high level of service for participants.
- Participate in internal and external meetings, representing the organisation as necessary.
- Represent the organisation at meetings, training sessions, and other relevant events.
- Provide information, raise public awareness about the service, and support other organisations by offering information, advice, and guidance support about the service.
- Collaborate with and develop staff and volunteers by training, supporting, supervising, and evaluating them.
- Manage the project budgets, ensuring accurate entries and the collation of information so that all returns are made within allocated timescales.
- Service planning involves providing information and reports about service activities to contribute to the service plan.
- Collaborate with participants, following local arrangements, to develop and maintain a range of carer support and education tailored to the needs of the area.
- Attend and contribute to meetings, provide feedback on staff policies 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 integrated service provision.
- To participate in supervision.
- To provide support in updating the website and social media platforms.
- To ensure best practices in equality, diversity, inclusion, and fairness across all aspects of the charity's work.
- 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.



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### **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 – The North Lanarkshire Carers Together Carer Breather Fund will fund this Inclusive Carer Breather for Deaf Parents and Families Project until Friday 31 March 2028 (three-year project funding).

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