

### Overview of the Service

The Hillcrest Futures activities hub offers group activities such as boccia, singing, dancing, cooking, karaoke, bingo and drumming for people who have additional support needs including learning disabilities and autism. We can also tailor groups to the needs of people we support an example being our young persons group to support specific topics of interest to the younger person.

### Areas of Support

Our support is person centred and we aim to encourage every person using the service to have their say and be involved in the development and focus of each of the groups.

Our sessions vary in length depending on the subject and are generally Monday to Friday daytime hours and some early evenings. We will also provide groups over the weekend if this suits the needs of the people using the group.

### Additional Information

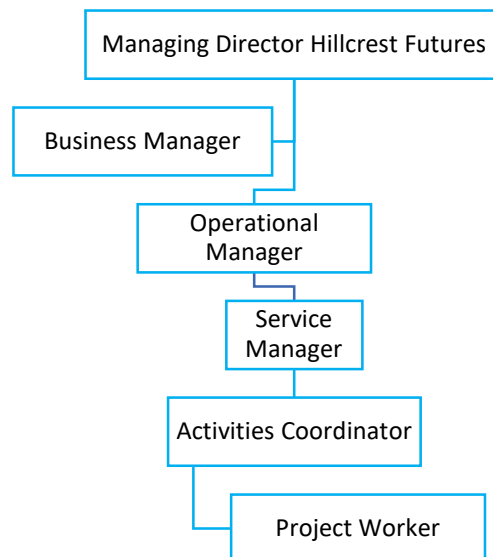
- To be creative, motivated, flexible and willing to learn new skills. An interest in music and the arts would be advantageous.
- To run and lead activity groups
- Support the Senior Project Worker in planning activities
- Assist those who need additional support to participate in activities
- Support everyone in a manner that respects them as individuals, their ability and support need.
- Ensure the wellbeing of everyone using the service
- Ensure appropriate records are kept up to date
- Ensure all equipment and resources are adequately maintained

## Job Description

**Job Title:** Project Worker – Activities Hub  
**Department:** Hillcrest Futures  
**Salary:** HF37 – E, Scalepoints 22-23 (£25,720-£26,446 per annum)  
**Responsible to:** Activities Coordinator and Service Manager

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### Organisational Structure



### Main purpose of post:

Project workers will provide interesting and positive community and learning activities which help to reduce isolation and promote wellbeing among those who attend.

### Main Duties:

1. To develop and facilitate activity groups for those who have additional support needs, tailoring activities that are inclusive and give positive community benefits.
2. To be a positive role model to those who use the service and other stakeholders.
3. To take lead responsibility for facilitating groups, as negotiated and agreed with the line manager.

4. To contribute to service improvements.
5. To develop knowledge base in specialism and keep up to date with best practice.
6. Effective communication.
7. Contribute to team development.
8. To maintain accurate record keeping in accordance with service requirements and policy and procedures.
9. To be willing to learn new skills as required by the service.
10. To support and encourage any volunteers.
11. To undertake any training needs as required.
12. Maintain and observe Health and Safety best practice.
13. Out-of-hours work may be required as prescribed by the needs of the service.

**Service Specific Duties:**

The service descriptor document is part of this Job Description and should be referenced in accordance to specific duties.

**Any Other Duties:**

The post holder may be required to perform duties other than those given in the job description for the post.

## PERSON SPECIFICATION – Project Worker (Activities Hub)

Attribute	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with adults/young people who have additional support needs.</li> <li>• Experience of developing and facilitating groups.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of one-to-one work.</li> <li>• Experience of community-based work.</li> </ul>
<b>Proven Competencies</b>	<ul style="list-style-type: none"> <li>• Ability to initiate and facilitate appropriate support mechanisms.</li> <li>• Ability to work in partnership and develop initiatives with other professionals, agencies and stakeholders.</li> <li>• Good communication skills, both oral and written.</li> <li>• IT skills.</li> <li>• Ability to work within a team environment and lone working.</li> <li>• Ability to use own initiative and use creative solutions.</li> <li>• Good timekeeping and time-management/organisational skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Is adaptable and open to change and open to continuous learning and development.</li> </ul>
<b>Education/Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to SCQF Level 6/7 .</li> <li>• Willing to undertake training as required.</li> </ul>	
<b>Service Specific</b>	<ul style="list-style-type: none"> <li>• As per service descriptor.</li> </ul>	<ul style="list-style-type: none"> <li>• Creative skills such as music, the arts and cooking.</li> <li>• Hold a current driving licence.</li> </ul>

## **(Support Staff)**

### **CONDITIONS OF SERVICE**

<b>Hours:</b>	<b>37 hours</b> are available, to be worked on a shift basis in accordance with the project rota which will be designed to ensure that staff are on duty at times appropriate to the clients and service delivery.
<b>Contract:</b>	This is a <b>Temporary</b> post for a period of 3 years. All posts are subject to a 6 month probationary period. A formal review will take place at 2, 4 and 6 months.
<b>Grade and Salary:</b>	The post is Grade HF37 – E, Scalepoints 22-23. Salaries are paid monthly, directly into a bank account of your choice. The salary for the role of Project Worker for <b>37 hours</b> per week is <b>£25,720-£26,446 per annum</b> .
<b>On Call:</b>	The post holder may be required to carry out On Call duties from home. A payment of £16 per shift will be paid for this.
<b>Overtime:</b>	Except for night-time call outs overtime is payable only where it is agreed in advance by the organisation.
<b>Pension:</b>	Hillcrest Futures offers a pension under the Governments statutory auto-enrolment scheme, which is a Defined Contribution scheme with a company called NOW Pensions. At present staff contribute 5% with the employer contributing 4% to the scheme. Further details of the scheme are available from the payroll team.
<b>Health Plan:</b>	Employees are automatically given free admission to the Health Plan Scheme. The cost for this is met by the Employer. Details will be sent out with the Contract of Employment.
<b>Annual Leave:</b>	<b>The holiday year runs from 1<sup>st</sup> January - 31<sup>st</sup> December.</b> The full holiday entitlement is 236.8 hours (6.4 weeks) per annum rising to 273.8 hours (7.4 weeks). 5 days Public holidays have been included in this annual leave entitlement. <b>Annual leave is calculated on a pro rata basis for part time staff.</b>
<b>Qualifications:</b>	Any offer will be subject to proof of qualifications essential, and where appropriate desirable, to the post.

**Rehabilitation of Offenders Act 1974:** If you have any unspent convictions you must declare this on your application form.

In relation to 'spent' convictions, there is a list of convictions which must always be declared and a list of convictions that are declared, subject to rules. Failure to disclose relevant information will be regarded as a breach of trust and could lead to dismissal, disciplinary action or withdrawal of offers of employment.

If you are unsure whether or not you need to disclose a conviction/caution, please contact our Human Resources Department for further advice, or you can check by accessing Disclosure Scotland's website at [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk) and check the 'Frequently Asked Questions'.

Please note that all successful applicants will be subject to a Disclosure check through Disclosure Scotland.

**HAVING A CRIMINAL RECORD WILL NOT NECESSARILY DEBAR YOU FROM WORKING WITH HILLCREST FUTURES. THIS WILL DEPEND ON THE NATURE OF THE POSITION, TOGETHER WITH THE CIRCUMSTANCES AND BACKGROUND OF YOUR OFFENCES.**

**SSSC Registration** Staff are required to register with the SSSC in the appropriate worker category within Care at Home and Housing Support Services. SSSC registration must be obtained within 6 months of commencing the post. Failure to register within the 6 month period, may result in your contract being terminated. Staff will be responsible for maintaining their registration throughout their employment with Hillcrest Futures.

**Trades Union:** Employee's have the right to join a Trades Union of their choice, if they wish, although Hillcrest Futures do not recognise any Trade Union. A Staff Representative group is in place.

**No Smoking Policy:** Smoking is prohibited in all projects and at Head Office. Designed smoking areas are outside the buildings and should be out of view of service users. This includes the use of E-cigarettes. Employees who are required to carry out their duties in buildings which are out with the control of the organisation are jointly responsible for minimising their own exposure to risk factors such as passive smoking.

**Equal Opportunities:** Hillcrest Futures is striving to be an equal opportunities employer and has adopted a Policy which aims to ensure that no job applicant receives less favorable treatment on grounds of race, colour, ethnic and national origins, marital status, gender, age, religion, disability, political or sexual orientations, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

**Applications:** Please forward applications before the closing date.