



OUSEBURN FARM CHARITY LIMITED
JOB DESCRIPTION
PLACEMENT PROJECT WORKER

RESPONSIBLE TO: Placement Lead

Set in the Ouseburn Valley the farm has been open for over 40 years and welcomes visitors throughout the year. The farm also runs special events, school visits and holiday activities for families. One of the main aspects of the farm is our placement provision, which offers a mix of workshops that are designed to provide an outlet for adults with a learning difficulty, disability or ASD to participate and promote wellbeing. The farm offers a variety of workshops both morning and afternoon and includes working with animals, horticulture, creative workshops such as arts and crafts, textiles and photography. We also offer several cooking workshops, which allows participants to gain practical experience in baking. The workshops are specifically for adults with learning difficulties, disabilities and Autism and we currently have 49 adults in attendance from Tuesday until Friday.

JOB PURPOSE

1. Under the supervision and direction of the Placement Lead, ensure the day-to-day provision of activities, which will provide opportunities for therapeutic and wellbeing workshops for adults with Learning disabilities and Autism. To work directly with individuals and groups in planning and delivering any workshops as required. The post holder will also work with the placement lead to devise new workshops and assist in growing and development of the placement provision.
2. To work as part of a team, ensure the successful operations of Ouseburn Farm, assisting where needed. The farm is open to the general public, providing a visitor attraction and family events. The post will also take an active role in all farm related activities as and when required.

3. To work in accordance with the policies, practices and procedures as laid down by the Board and Management.

MAIN DUTIES

1. To facilitate and assist in the delivery of existing workshops and to work on the development of further adult placement programs.
2. To work directly with the Placement lead to provide activities that enrich the lives of those attending workshops.
3. To work flexibly to ensure that cover is provided where needed and to facilitate workshops in any areas that require staffing due to absence or sickness. This may include both outdoor and indoor activities.
4. To be responsible to the Manager for the implementation of policy, practice procedures
5. To assist in the monitoring, feedback and recording of adult placement performance, progression and needs.
6. To ensure that Ouseburn Farm is kept clean, tidy and safe for placements attending workshops
7. To ensure the health and welfare of all the Ouseburn Farm Placements and to ensure that workshop safety is maintained at all times.
8. To attend staff team meetings and to give verbal and written reports where required.
9. Other duties consistent with the successful management of Ouseburn Farm as reasonably directed by the Manager.

TERMS AND CONDITIONS

Annual remuneration	£9.90 per hour/ £10,296 pa
Hours of work	20 hours per week
Annual Leave	28 days annual leave pro rata
Notice Period	4 weeks

The postholder will be subject to an enhanced DBS check

All staff are employed subject to the successful completion of a 6-month probationary period

Supervision and direction will be provided by the Placement lead who is accountable to the Manager of Ouseburn Farm Charity.

PERSON SPECIFICATION

It is expected that the successful candidate will have an understanding of adults with learning difficulties, disabilities and autism. The successful candidate will have a can-do attitude and be expected to be versatile and able to contribute to all aspects of the farm placement provision, delivering any of the workshops in our adult placement provision. The ideal candidate will also demonstrate the following skills and knowledge.

Essential skills

- Knowledge of issues surrounding vulnerable adults and or experience of working with a similar client group in a job role or volunteering role.
- Experience in creating and delivering workshops or activities and well being activity plans for groups
- Ability to work as part of a team and particularly in working with volunteers.
- Ability to take a positive and active support approach to working with disabled people, enabling them to achieve personal goals
- Ability to work cooperatively and flexibly within a team
- Ability to monitor, review and evaluate placement progression
- Good level of IT skills and the ability to undertake admin functions associated with placement provision.

DESIRABLE

- Working knowledge of Safeguarding alerts, Mental Capacity, Risk Assessments
- Experience of working or volunteering in a training setting with people who have mental health problems or learning disabilities.
- An understanding of confidentiality and the ability to deal with information of a highly sensitive nature.