

Join us today!

Admin/Project Support Worker

About Us

At OAKonsult Disabilities Outreach, we introduce Parent Carers to the possibility of living a **Purposeful & Fulfilled** life despite facing the challenges of raising children/young people with special needs /disabilities. We also raise awareness about disability matters and promote inclusion in all spheres of life for those with special needs.

Our Vision

We at OAKonsult aim to see families within the disability community empowered, flourishing, and living the dominion life victoriously as people made in the image of God.

Our Mission

OAKonsult has the mandate to empower parent carers and families within the disability community with biblical principles and truths that will enable them to find fulfilment in their life journeys and we also promote an inclusive culture in diverse settings where families can flourish.

Our Values

Faith, Joy, Resilience, Kindness, Friendship

Job Advert

Project Me



About “Project Me”

The programme is set up by OAKonsult Disabilities Outreach working in partnership with Bromley Local Authority and three other organisation to address the additional challenges faced by parent carers from Black, Asian or Minority Ethnic Communities who have a child with a disability or additional need in London Borough of Bromley.

The programme is to be delivered through a series of trainings and group workshops to strengthen relationships and networks, provide information and develop skills, and give a shared voice of influence to parent carers.

**Admin/Project Support Worker (Project Me)
12 Hours per week over three days
Fixed term**

**Start date: TBA, Finish date: 4th November 2024
£12.50 per hour – Individual Self Employment Contract**

Project Me Admin/ Project Worker will be responsible for the general administration of the programme and provide necessary support to the project coordinator which include administrative support for a range of workshops for parents and carers who have a child with a disability or additional need.

As well as being the first point of contact, being the welcoming and approachable face of the project, the responsibility of post holder also involves content creation and management of publicity materials, networking with stakeholders within the community, recruiting BAME parent carers for Project Me, and handling training logistics.

The post holder will be amongst other duties enumerated in the job description be responsible for identifying suitable venues for training and maintaining communication with key contacts in those venues as appropriate.

We welcome applications from our diverse local residents of Bromley including parents and carers of children with special educational needs.

Full details of the job and application form are available on our website at:
<https://oakonsult.org/jobs-uk/>

Closing date: 12:00pm on Friday 24th November 2023

Interviews: Week commencing Monday 11th December 2023

Job Description

Job Title:	Admin/Project Support Worker
Salary:	£12.50 per hour – Individual Self Employment Contract
Hours of work:	12 Hours per week over three days
Line Management:	N/A
Accountable to:	Project Manager
Functional Responsibility:	<p>Responsible for general administrative support to the project coordinator.</p> <p>This role involves content creation and management of publicity materials, networking with stakeholders within the community, recruiting BAME parent carers for Project Me, and handling training logistics.</p>
Job Purpose and Main Responsibilities:	<p>To be the first point of contact, being the welcoming and approachable face of the project.</p> <p>To provide comprehensive administrative support for a range of workshops organised for parents and carers who have a child with a disability or additional need.</p> <p>To Identifying suitable venues for the training and workshops and maintain communication with key contacts in those venues as appropriate and applicable.</p> <p>To organise printing of the publicity material and workshop resources and circulate them widely amongst participants and stakeholders.</p> <p>To be responsive to the needs of prospective families and those already participating in the project from the diverse communities living in Bromley.</p> <p>To consistently liaise with the trainers and provide general supporting duties towards facilitation and preparation of workshops ad trainings as well as ensure adequate follow-up following completions of such trainings and workshops.</p> <p>To keep clear, professionally coherent records of all activities in line with project protocols and requirements.</p> <p>To ensure timely and effective payment of invoices, fees, etc.</p> <p>Working closely with the ‘Project Me’ Team in Bromley Council and the other partner organisations.</p>

Person Specifications

Essential	Desirable
Experience, Knowledge & Understanding	
Experience of working and or supporting people with caring responsibilities either paid or unpaid	Previous experience of working with parent carers from diverse communities.
Experience, interest or understanding of challenges faced by parent carers from Black, Asian or Minority Ethnic Communities who have a child with a disability or additional need.	Previous paid or unpaid experience of sourcing and organising printing of the publicity materials for trainings and workshop and circulating them widely
An understanding of the need for client confidentiality	Previous experience of admin work – paid or unpaid
An understanding of the need to maintain safe working boundaries when working with clients and other professionals.	Experience of working with data and creating reports.
Customer service experience	
Skills and Abilities	
Self-motivated and ability to be able to work independently and on own initiative	Able to have flexible approach and willingness to undertake additional tasks as agreed with project management team.
Good communication skills (Basic written, verbal and non-verbal)	Skilled and able to manage and administer database
Able to problem solve.	
Effective organisational and prioritisation skills.	
The ability to be supportive and non-judgemental regardless of clients' race, sexuality, religion or disability.	
The ability to be patient, empathetic and pay attention to details.	
Ability to work as part of a team and in partnership with external statutory and voluntary agencies.	
Good ICT Skills including effective use of MS Word, Excel, PowerPoint, Outlook and Teams.	
Others – Embracing Project Me Values	
Able to commit to empowerment of parent carers from Black, Asian and Minority Ethnic communities who have a child or children with special needs/ disability or additional needs.	
Commitment to ensuring as many parents as possible can be part of 'Project Me' from the diverse communities of Bromley Council Area.	

How to apply for the post

Please complete the application form for the post which can be found on our website at: <https://oakonsult.org/jobs-uk/>

Guidance Notes

Please read the guidance notes below in full before completing the application form.

Introduction

Please be advised that the application form is of utmost importance in the selection process as it is the only document, we use to make decision about those shortlisted for interview. It is very important that you take time to read the questions and complete the form accurately and completely.

Please read the person specification, job description, advertisement, and any supporting information carefully and describe how your skills, knowledge, experience, personal qualities and qualifications matches the duties of the post as fully as possible.

The person specification outlines the essential requirements all applicants must meet in order to be shortlisted for interview and subsequent appointment. It is therefore of utmost importance that you address all the essential and desirable criteria specified in the person specification. Please ensure you provide evidence based on your paid and or voluntary work or activities.

It is important to note that all candidates are required to complete the OAKonsult Disabilities Outreach application form in full as CVs are not accepted. Please complete all sections of the form clearly by type writing your responses as the form is fully fillable.

If you have any problems completing your application form, please e-mail info@oakonsult.org or call: 07984 489535 and we will be happy to assist. We can also plan to meet any reasonable adjustments you may have upon request with regard to completing the form and/or attending interview.

Education

Beginning with your secondary school/age 11 onwards, please provide dates of time spent studying, the names of all educational establishments where you have studied and list all the examinations taken along with the qualifications or certificates obtained. Overseas degrees, diplomas and other qualifications, which are comparable with UK qualifications are acceptable as equivalents.

Training

Please list details of any training courses and workshops you have attended that have relevance to the post you are applying for.

Employment History

Please provide details of your employment history starting with your last, current, or most recent employer. Please include details of any voluntary work and explain any gaps in your employment history. Please ensure that you include all relevant experience that you have gained. This may include part-time work, voluntary and holiday work.

Personal Statement

Please use this section to provide details and explanation how you meet the requirements set out in the person specification. If you believe you have the necessary experience, skills, qualities, knowledge and qualifications, make sure you tell us here. Please note that your experience may have been gained through paid or voluntary work, home or community activities etc.

References

Please provide details of two people who can act as referees for you. The referees should usually be your present, last or most recent employer. If this is not possible, for example because you have recently left full-time education or have been unemployed for some time, you should consider providing the details of someone else who can comment on your suitability for the job but who is not a family member or friend. References will be taken up before an offer of employment is made.

Confidential Information

Please use this section to provide personal information relating to for instance if you have a disability. Please tell us if there are any reasonable adjustments, we need to consider making to assist you in your application or in the recruitment process.

Protection of Vulnerable Adults Scheme – Care Standards Act

OAKonsult has a commitment to safeguarding and protecting children, young people and vulnerable adults. All applicants who are offered employment in applicable posts will be subjected to an Enhanced DBS check from the Disclosure & Barring Service before the appointment is confirmed. Please provide response here as to if you have ever knowingly been the subject of any investigation or enquiry into an allegation of possible abuse of a child or vulnerable adults.

Eligibility to work in the UK

Please use this section to provide information about your eligibility to live and work in the United Kingdom and specify if visa/ work permit is applicable as well as the type of visa you have and when this is due to expire.

Rehabilitation of Offenders

Applicants applying for roles eligible for a DBS check must provide details of any unspent convictions, cautions, reprimands or warnings received. Please provide details of such convictions here.

Working Time Regulations

Please provide details of other employment you will continue to have if you are successful in this application.

Your Details

Please provide your full details in this section including your Date of Birth, Nationality, Full address with postcode, telephone numbers and e-mail address we can use in easily contacting you. Please also indicate if you are related to any employee or volunteer of OAKonsult and nature of relationship.

Declaration

You must sign and date this form in order for your application to be considered. Please note that typing out your name is acceptable form of signature in any font of your choice.

We look forward to receiving your completed application.

Please contact us if you have any further queries or clarifications by emailing info@oakonsult.org or by calling 07984 489535.

Good Luck!