



JOB DESCRIPTION

Post:	Learning Support Worker (Part time)
Salary:	£6.50 per hour (6 months fixed term contract)
Hours:	18.5 hrs per week (Spread over Week days, Evenings and weekends)
Responsible to:	Chief Executive Officer
Reporting to:	Health Development Manager

Background to Post:

The Yemeni Community Associations' main thrust is to actively encourage participation of the local people to contribute to the regeneration of the local area. Empowering them to identify and voice health, social, environment and economic issues affecting the community.

The Yemeni Community Association in Sandwell (YCA) is already offering a number of services from its community base and other venues. Funding has been secured for a number of projects: Youth Development Programme, Advice and Information point, Health Development Programme and others. The YCA also attracts a number of volunteers.

The YCA recently secured short term funding to run male orientated family learning programs therefore a temporary position has arisen for the post of Learning Support Worker

Purpose of the Job:

To support the staff at the Yemeni community Association in Sandwell (YCA) to offer a wider range of services to its users through the provision of male orientated family learning program as well as engaging potential learners and offering confidential administrative support activities that will meet the needs of the services in accordance with the YCA policies and procedures.

Main Duties:

- Respond to day to day enquires referring to appropriate staff as necessary
- Process allocated workload on a daily basis
- Liaise with YCAs staff and on occasion external agencies where required
- Engage potential male Learners onto the family learning program
- To ensure all relevant monitoring and evaluation data for the family learning program are collected in line with the requirements of the funding body and stored according to the YCA policies and procedures adhering to the data protection act at all times.
- Utilise relevant YCA IT systems to ensure all relevant client data are collected and input accurately on the YCAs database, in line with the YCAs guidelines
- Undertake basic administrative tasks as required
- Assist with the distribution of incoming/outgoing post
- Assist with the monitoring and management of health related projects
- Work within YCAs procedures to ensure that standards and deadlines are met
- Provide appropriate cover in the absence of other members of the team
- Maintain Confidentiality as per YCAs Policies and Procedures
- To carry out all duties in line with the YCAs policies and procedures, equal opportunities and Health and Safety Policies
- At all times conduct themselves and undertake work in a safe manner as not to endanger selves and others around them
- To undertake such other duties as may be required to achieve the YCAs objectives