



Details of Job

Oak Tree Farm Rural Project

Reg. Charity 1138396

Working with people with learning disabilities

Rural Project Assistant

35 hrs (5 days)/wk 9.00am – 4.00pm

£18,135

for details and application form go to

www.oaktreefarm.uk.net



Job Description - Rural Project Assistant

Reporting to General Manager

Staff reporting directly to this post None

Aims Oak Tree Farm aims to provide services for adults with learning difficulties, our Team Members. It offers support and training in horticulture, pottery, animal care and related activities to Team Members alongside quality plants, produce, products and service to its customers.
We encourage Team Members to develop new skills and gain confidence working in all areas of the Oak Tree Farm environment.

Role

- To assist the work of Team Members to help them reach their full potential.
- To comply with all Health & Safety requirements as applicable to Oak Tree Farm Rural Project.
- To assist in the events and developments of Oak Tree Farm Rural Project.

Responsibilities and Duties

Team Members

- To assist in the supervision, support and training of Team Members to enable them to develop skills in horticulture, animal care, craft and practical work.
- To support Team Members with their routine daily tasks.
- To work within and to help develop risk assessments and safe working practices for the safety of Team Members and others.
- To look after the care and welfare of individuals.

Staff

- To work as a member of the staff team to provide an overall service in support of Team Members.
- To contribute to the planning of work, activities and projects alongside the staff team.
- To liaise with staff members to ensure mutual support is provided and combined skills are used for the benefit of the Charity.

Work Area

- To work to a high standard.
- To ensure that all areas are kept suitably clean and tidy.

Health and Safety and other policies

- To adhere to all aspects of the H&S Policy to maintain a safe working environment.
- To maintain necessary H&S records.
- To adhere to Oak Tree Farm Rural Project's various relevant policies.

Administration

- To assist in training volunteers or any others in the correct procedures of Oak Tree Farm.
- To maintain Team Member records, reports etc.
- To attend relevant meetings.
- To maintain confidentiality.

General

The Rural Project Assistant is expected to work flexibly to meet the needs of Team Members and the Charity. This may mean some weekend working.
The Rural Project Assistant is expected to work with Team Members and may be needed to perform other reasonable tasks as deemed necessary for the well being of the Charity from time to time.

Person Specification - Rural Project Assistant

Attributes	Essential	Desirable
Education/Training		Qualification in care or social work MAPA training First Aid
Experience	Previous experience of working with people with learning disabilities.	Experience of working in horticulture, agriculture, catering and craft.
Knowledge		Knowledge of rural issues. Knowledge of plants and animals. Knowledge of catering.
Skills/Abilities	The ability to communicate well especially with people with disabilities. Able to motivate others. Able to train and assess others.	Horticultural/gardening skills. I.T. literate. Practical skills. Catering skills. Clean driving licence. Craft skills.
Motivation	Motivated with energy and commitment. Sympathetic to the needs of people with learning disabilities. A willingness to undertake training. Willing to lead a small group with little supervision.	