

<b>Job Title:</b>	<b>Part Time Vision Support Officer - South (Permanent)</b>
<b>Salary:</b>	<b>£11.44 per hour</b>
<b>Reports to:</b>	<b>Community Services Manager</b>
<b>Location</b>	<b>Remote / Warwick Office / Various venues in South Warwickshire</b>
<b>Hours:</b>	<b>14 hours per week</b>

## Job Description

### **Vision Support Officer – 14 hours per week.**

Vision Support Officer – 14 hours per week. To be based in the south of Warwickshire – Covering Leamington Spa, Stratford upon Avon, Kenilworth, Alcester, Shipston on Stour and Southam – flexible hours usually across Monday to Wednesday.

Experience / attributes:

#### Essential

- A self-starter, motivated and with good time management skills
- Efficient and organised
- Experience in working with a variety of people with different abilities
- Good administrative and IT skills
- Ability to build and maintain good relationships with colleagues, volunteers and clients
- A fast learner
- Resourceful and resilient with a caring nature
- Flexible in regards to days / hours worked
- A positive “can do” attitude
- Willing to travel to different locations on a regular basis, sometimes at short notice

#### Desirable

- Safeguarding for Adults at Risk knowledge
- Risk Assessment, manual handling and First Aid qualifications
- Experience working with Charity Log
- Experience working with or supporting people with sight loss

- Health and social care qualifications

### **Job Purpose:**

You will undertake a wide variety of duties within Warwickshire Vision Support's community services team in south Warwickshire.

### Administration and Befriending Service – Remote / office

- Work with colleagues responsible for support centres in South Warwickshire to assist with booking speakers and producing programmes.
- Assist with contacting service users to refer into Support centres and social clubs in South Warwickshire
- Arrange transport for relevant service users into services in the South Warwickshire liaising with community transport organisations or taxi companies as necessary.
- Make regular calls to social club members and arrange transport with organisations and Warwickshire Vision volunteers.
- Assist with updating Club Risk Assessments by visiting the venues
- Assist with monitoring Telephone Befriending and Home Visitor logs and maintaining contact with volunteers, picking up welfare issues for further support
- Risk assess and refer service users into the Befriending service, matching to volunteers and updating all spreadsheets and logs with this information.
- Monitor the call / visiting logs, taking appropriate action with queries raised by our volunteers.
- You will support volunteers in escalating any safeguarding issues
- Create good relationships with clients and volunteers alike.

### Vision Support Centres

As a small charity, you will also be expected to cover other Community Service activities at various locations, as required. This will be to cover colleague sickness and holidays.

Initially, you will be required to provide cover for colleagues in our Leamington and Stratford weekly centres as well regularly support our monthly centres in Kenilworth, Southam, Alcester and Shipston on Stour. This may require you to travel to any of these locations at short notice.

In the new year, there is a strong possibility that you will be required to regularly work in Leamington weekly support centre. (Monday mornings).

You will ensure a safe environment by assisting to both create and follow venue risk assessments and by undertaking first aid training. You will also complete manual handling training to ensure you are able to move tables and chairs safely to set up and clear down support centres either side of each session.

### Social Clubs

You will assist with social clubs in the south working with other staff members to run clubs in Leamington and Kenilworth as well supporting volunteer run clubs when necessary.

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You will maintain regular communication with Community Services Manager, ensuring they are informed of any needs or issues and making referrals as appropriate.

To be responsible for following health and safety best practise for Warwickshire Vision Support's activities in your area and attend networking opportunities where possible to spread awareness of the charity.

To undertake all other reasonable duties as required

Warwickshire Vision Support acknowledges that safeguarding is everybody's responsibility and is committed to prevent abuse and neglect through safeguarding the welfare of all adults involved.

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Disclosure and Barring Service will be required prior to appointment.