

JOB TITLE	ASSISTANT PROJECT LEADER	REPORTS TO	Project Leader
JOB PURPOSE	To assist in the supervision of project(s) for people with learning disabilities in accordance with the aims, objectives and values of SoLO Life Opportunities		
Role and Context		Need to do	Need to know
Key accountabilities		Key Performance indicators	Qualifications and experience
<ol style="list-style-type: none"> 1. To work with the Project Leader to assure the effective, efficient and safe running of the project. 2. To deputise for the Project Leader in absence. 3. To assist in the implementation and development of policies and procedures 4. To assist in ensuring that projects are run within the framework of the applicable regulatory bodies and legislation 5. To assist in the provision of information from the Project to support the ongoing strategy and forward vision of the organisation. 6. To assist in the identification of training needs of staff and volunteers on project 7. To support the planning and implementation of a programme of meaningful activities for the members in accordance with the organisational values 8. To assist in the communication with all stakeholders on operational aspects of the project(s) 9. To support the efficient and effective administrative support to the project(s) including the timely return of members registers, financial and induction records for staff and volunteers 10. To support the maintenance of accurate confidential records relating to members and workers within the requirements of the Data Protection Act 11. To undertake other duties as may arise from time to time as directed by the Line Manager 		<ul style="list-style-type: none"> • Delivery of quality services with an average of 80% attendance levels • Positive feedback from members, volunteers and parents • High retention levels of volunteers 	<ul style="list-style-type: none"> • Understanding of the needs of people with learning disabilities, their parents and carers • Project Management • Working with people with learning disabilities • Working as a team member • Literacy and Numeracy skills • Able to transport equipment
		Relationships	(Desirable: Care Certificate, Food Hygiene, First Aid, MIDAS Training)
		Internal	Need to be
		<ul style="list-style-type: none"> • Project staff • Operational Staff/Volunteers 	
		External	
		<ul style="list-style-type: none"> • Other agencies supporting members on project • Venue and Activity Providers 	<ul style="list-style-type: none"> • Person Centred Approach • Innovative • Enthusiastic and positive • Good Interpersonal skills • Respects confidentiality • Self motivated and self starter • Flexible and adaptable to changing demands and new challenges • Works with integrity • Good Planning & Organisation skills
		Decision making	
		<ul style="list-style-type: none"> • Authority to spend within agreed budgets set by Project Manager when deputising 	