



## Job Description

<b>Job Title: 'Active Body Healthy Mind' and 'Get Connected' (Drug &amp; alcohol recovery) Project Assistant</b>	<b>6 month fixed term contract with possible extension</b>
<b>Salary:</b> £8.93 a hour <b>Days per week:</b> 3-4 days <b>Probation Period:</b> 3 months <b>Start date:</b> As soon as possible	<b>Closing date:</b> CV and covering letter of application to be received by midday Friday 25 <sup>th</sup> August

### About Aspire Oxford

Aspire is an award-winning, Oxford based employment, recovery and rehabilitation charity and social enterprise, founded in 2001. We create accessible, meaningful and supported work placement, training and employment opportunities for men and women from across Oxfordshire facing complex barriers to work. Aspire harnesses the tenacity and determination that has enabled its volunteers, known as our 'trainees', to survive frequently harrowing life experiences such as homelessness, substance misuse, being NEET, criminality, poor education and social exclusion, and show, through a culture of change and possibility, that personal and professional success is available and achievable.

Aspire's social mission and business model are dynamically re-enforcing: we operate a range of social enterprises delivering grounds and property maintenance, removals, community transport and recycling contracts and ad hoc services to commercial, public and private customers in order to provide robust work placement, training and employment opportunities, while generating essential revenue for our charity and promoting a responsible business model. All services are delivered by Aspire trainees under the guidance of staff team leaders, giving trainees ownership of work outputs and quality. Aspire complements this real work experience with dedicated coaching and mentoring support and training to our client group.

Aspire's Active Body Healthy Mind scheme is a project that offers supported sport and physical activity sessions to people experiencing mental ill health in Oxfordshire. We offer a wide range of activities including boxercise, football, canoeing, climbing and fishing, all designed to help improve physical fitness, help to build confidence and self-esteem, improve mental well-being and build positive relationships.

Aspire is delivering the 'Get Connected' project to support Turning Point's integrated alcohol & drugs service provided from their dedicated recovery Hubs across the county. Our 'Get Connected' project aims to help clients build their recovery capital and enhance their employment prospects, by supporting them to access work experience, education and training opportunities and participate in social activities. All of this helps to build self-esteem, employment skills, self-confidence and a support network.

## **EQUALITY AND DIVERSITY**

We are committed to and champion equality and diversity in all aspects of employment with Aspire. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

## **PROTECTING OUR STAFF AND SERVICES**

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far, as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

### **Overall Purpose of Job**

This post is a developmental role for individuals who are looking for an exciting new challenge. Working within a highly motivated team delivering a first class project in and around Oxford. The post will provide opportunities to learn and develop new skills for future employment in a supportive and positive, professional environment. Applicants with 'lived experience' of a barrier to employment such as poor mental wellbeing, homelessness, drug or alcohol addiction, are strongly encouraged to apply.

Responsibilities will include reporting to the Aspire Project Manager (Jamie Hamilton), working alongside the ABHM coaches hired to run fun, energetic and at times, life changing sessions. These include, boxercise, football, canoeing, wall climbing, archery and many more exciting sessions that people suffering with poor mental health/well-being can access without facing many barriers. In addition the role will support Turning Point clients on the Get Connected project with any Education, Training and Employment issues they may have and working with the client's key worker to ensure they are at the right place in their development to enter into ETE.

### **Key tasks and accountabilities**

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

This post is subject to a probationary period of three months, during which training and support will be given and the performance and suitability of the post holder for continued employment will be monitored.

### **Key tasks**

- Attending and participating in all Active Body Healthy Mind sporting sessions and working alongside the instructor to make the session as fun as possible by being a motivator to all attendees.
- Recording attendees' attendance and emailing this information on to project manager and Administrator for record keeping and reporting.

- Completing basic health questionnaire cards as well as other relevant paperwork to ensure we are in line with Aspire/ABHM/Get Connected policies.
- To help attendees with any holistic needs that may be stopping them moving forward in their development.
- To attend presentations in and around Oxford informing partner agencies of ABHM and its benefits, this in turn, will generate more participants as well as keeping partners up to date with our ever evolving project.
- To attend relevant training that will help the applicant to learn new skills and techniques to enhance their performance.
- To support Turning Point clients with any Education, Training and Employment issues they may have and working with the client's key worker to ensure they are at the right place in their development to enter into ETE.
- To keep and maintain an orderly filing system and keep data base/record keeping up to date.
- To complete a dynamic risk assessment before each activity to assess whether the attendees are under the influence and could pose a risk to self or others.
- To support the project manager during reporting and data collation.
- To conform at all times with health and safety requirements set down in legislation and to also adhere to safe working practices, health and safety policies and other procedures.
- To perform other routine tasks necessary to ensure the efficient and effective day to day operation of Aspire/Active Body Healthy Mind and Get Connected.

## **PERSON SPECIFICATION**

### **Essential Skills/Qualities**

1. An empathetic and non-judgemental attitude to Aspire trainees, volunteers, Active Body Healthy Mind participants, Get Connected clients and to have an understanding of their difficulties in entering employment and group participation.
2. Very good communication skills, oral and written, and a polite, patient telephone manner.
3. Good organisation skills. Ability to prioritise and deliver on a changing work load, sometimes with short deadlines.
4. Ability to use initiative and be a self-starter.

5. Ability to build rapport and confidence quickly with team members and attendees.
6. A strong team-working approach with the aim of maintaining a positive and productive work environment.
7. Good computer skills with experience of using Excel spreadsheets, Microsoft word and Google drive.
8. Commitment to equal opportunities.
9. A commitment to the social business of Aspire and its aims and to promoting and developing them whilst maintaining an understanding of the differences between the business aims of the project and its wider goals of promoting its social aims.
10. It is Essential that the applicant has a full driving licence and a reliable well maintained car.

**If this exciting role in a growing and ambitious social enterprise and charity is the opportunity you have been looking for, please apply by sending a copy of your CV and a covering letter by midday Friday 25<sup>th</sup> August, for the attention of Jamie Hamilton to [jamie@aspireoxford.co.uk](mailto:jamie@aspireoxford.co.uk)**

**Please use your covering letter to demonstrate how your skills, qualities and experience meet each of our requirements listed in the Person Specification and how they have helped you achieve relevant, positive results, as this will give you the best possible chance of being shortlisted.**