



Improving equality, wellbeing & independence

LMCP Care Link

Charity Registration No. – 1128362 / Company Registration No. - 6729806

Website: <https://LMCP.co.uk> / Tel: 0161 226 4632 / Email: info@LMCP.co.uk

JOB DESCRIPTION

Job Title:	Sessional Worker
Salary:	£13.45 per hour
Hours:	0 hour contract
Location:	LMCP Offices
Responsible to:	Line Manager

Background:

LMCP is a registered charity. We provide early intervention and prevention services to people from South Asian communities.

Our vision - improve equality, wellbeing and independence

Our mission - work at grassroots and strategic levels to promote equalities, maximise learning and research to improve wellbeing and independence

This is reflected in our values - Integrity; Excellence; Respect; Dignity; Innovation

Working with individuals, families and communities we enable people to make decisions and empower them to exert control in their lives

Main purpose of the role

Sessional worker role is varied and interesting and offers opportunities to co-produce, support and/or lead the delivery of group activities, and plan and measure outcomes/impact across LMCP programmes, including:

- wellbeing and mental health activities for South Asian older men and women
- group activities for unpaid carers
- activities for those with long-term conditions such as diabetes and high blood pressure
- activities on job readiness, money management and improving voice and influence

Key responsibilities:

1. Help co-produce, assist and/or lead high quality groupwork sessions
2. Adhere to LMCP policies and procedures

3. Undertake project administration duties including preparation of presentations/materials
4. Monitoring and reporting – keep clear records of all work undertaken and outcomes achieved; support monitoring and evaluation of service by collecting feedback, producing stats and case studies and contributing to monitoring meetings; contribute to reports for funders, trustees and partners

Person Specification

Criteria	Essential	Desirable	Assessed
Qualification and training	<ul style="list-style-type: none"> • Maths and English GCSE at grades C or above (or equivalent qualification) 	<ul style="list-style-type: none"> • Evidence of continuous professional development. Qualification in community development or training/teaching • Educated to degree level 	<ul style="list-style-type: none"> • Application
Knowledge and Experience	<ul style="list-style-type: none"> • Experience of co-producing and delivering group activities, peer-led activities or training for older people/adults • Knowledge of safeguarding, health and safety and ability to assess risks • Experience of report writing and record keeping • Understanding of the ethos of the voluntary and community sector • An understanding of the issues facing South Asian communities and their support needs and access /barriers to services faced • Experience of supporting vulnerable people to participate in a range of learning and development activities 	<ul style="list-style-type: none"> • One year's experience of directly working, paid or unpaid, with VCSE organisations 	<ul style="list-style-type: none"> • Application interview
Skills and abilities	<ul style="list-style-type: none"> • Excellent verbal, listening and written communication skills • Ability to manage own workload • Proven teamwork skills as well as ability to work on one's own • Ability to speak Hindi/Urdu/Punjabi 	<ul style="list-style-type: none"> • Ability to gather new and complex information and to present this verbally and in writing in a clear and understandable form • Experience of 	<ul style="list-style-type: none"> • Application / interview

	<ul style="list-style-type: none"> • IT literate including proficiency across Microsoft Office • Excellent time management skills 	<ul style="list-style-type: none"> • producing publicity material • Ability to publicise the work of LMCP through a range of channels 	
Attitudes and values	<ul style="list-style-type: none"> • Committed to the vision, mission and values of LMCP • Reliable and dependable • A commitment to learning and development • Demonstrable commitment to high professional and quality standards • Ability to travel independently throughout the areas where services are being delivered 		<ul style="list-style-type: none"> • Application/ interview
Others	<ul style="list-style-type: none"> • Flexible approach to working hours to meet the needs of the service. 	<ul style="list-style-type: none"> • Full UK Driver's License plus access to vehicle 	<ul style="list-style-type: none"> • Application/ interview

Safer recruitment:

All gaps in employment history must be explained

References will be requested and followed up prior to appointment

The successful candidate will be required to undertake an enhanced DBS check

Proof of identity and right to work in the UK will be required