



## BOSP SKILLS 4 LIFE SUPPORT WORKER JOB DESCRIPTION & PERSON SPECIFICATION

<b>Title:</b>	Skills 4 Life Support Worker
<b>Based at:</b>	BOSP, Wat Tyler Country Park, Pitsea, SS16 4UH (with travel to other centres as and when required)
<b>Salary:</b>	£25,500 - £26,500 pa (Full Time Equivalent – depending on experience)
<b>Working hours:</b>	37.5 hours per week (term time/job share considered) <b>There is flexibility to the below which can be discussed before or during the interview. Usual hours:</b> <b>Term time:</b> Tuesday to Friday 9.00am to 5.00pm, Saturdays 8.45am to 4.45pm <b>School Holidays:</b> Monday to Friday 9.00am to 5.00pm
<b>Annual Leave:</b>	30 days per year including 8 Bank Holidays (increasing 1 day per year of service up to 3 additional days)
<b>Role Overview:</b>	Alongside the Skills 4 Life Supervisor, you will be delivering fun and educational activities for a small group young adults with learning disabilities, aged 18-25 years. Most days include exciting community outings designed to help the young people improve their confidence, communication, physical and life skills to improve their well-being and enable them to have greater independence and control over their lives.

### Service Delivery (Making things happen)

- **Supporting** the Skills 4 Life Supervisor and team to deliver BOSP's weekday Skills 4 Life programme for small groups of young adults aged 18 to 25 years, with learning disabilities. This includes fun & educational activities to promote learning in the following areas: communication, confidence and social skills, money handling, food and nutrition, shopping and meal preparation, gardening, travel training, decision making, healthy relationships, personal hygiene, keeping a room/home clean and physical fitness. Delivery will take place at various centres within the Basildon & Brentwood district, as well as out in the community
- **Providing** a high-level of support to children/young people aged 4-25 years with disabilities at a large activity centre on Saturdays and school holidays
- **Administration** support for sessions where needed
- **Setting up** and putting away at sessions, maintaining high standards of hygiene and cleanliness
- **Safeguarding** and promoting the welfare of children and young adults
- **Confidentiality:** Develop and maintain respectful relationships and confidences
- **Standards, Policies & Procedures:** To keep up to date with and maintain good working knowledge
- **Drive** BOSP's minibus
- **Associated duties** that are required

### Person Specification (who you are)

- **You care:** You're not just here for the pay; you're genuinely passionate about the mission and the people we serve
- **You're positive:** You enjoy your work and have an enthusiastic 'can-do' attitude
- **You have a strong sense of responsibility:** An alertness to potential risks that affect children and vulnerable young people with complex needs and disabilities. Able to follow policies and procedures
- **You are committed to anti-discriminatory practice and equal opportunities:** Are open minded and non-judgemental
- **You are a team player:** You can take direction, follow instructions, and support your team
- **Able to cope with change:** It's rare, but plans can change – an activity booked could get cancelled last minute, so flexibility and supporting your team are vital

### The "Must-Haves"

- **Experience of working as part of a team**
- **Experience and knowledge of working with children and vulnerable young people** with complex needs and disabilities
- **Great communication skills:** (listening, written and verbal)
- **Solid IT skills:** You're comfortable using Microsoft Packages to stay organised
- **Full driving licence, with less than 3 penalty points:** To be able to drive the BOSP mini-bus, following appropriate checks and training (21 years +)
- **Development Aspirations:** Willingness to attend mandatory training and personal development opportunities
- **Enhanced DBS:** To comply with check and suitable references

### The "Nice To-Haves"

- **First Aid Training**
- **Safeguarding Training**
- **Qualification:** in Children's Care, Health & Social Care or equivalent
- **Medication:** Experience of administering first aid, medication, and completion of associated paperwork

**Closing Date:** Monday 11<sup>th</sup> May 2026 (BOSP reserves the right to close the application process for this role earlier)

**Using the Person Specification, can you demonstrate meeting the above criteria in your application.**