Learning Disabilities Service Development Officer, Leicester City Centre, LE1

£29,414 pa, Full-Time, 35 hours

This is rare opportunity to work with a sector leading Charity helping to change lives for the better. Our VALUES Team works to help people with learning disabilities in Leicester to be independent, make new friends and have fun.

We are seeking someone with established experience of supporting people with learning disabilities. You will work as part of a fast paced service but also independently ensuring high service levels.

The main purpose of the role will be to work closely with Team Managers on the front line coordination and delivery of our service. You will ensure the smooth running of the service by making and taking calls regards to attendance, responding to lower level queries from clients, families, social workers and support staff. You will help to plan cover of staff, respond to minor incidents, cover support workers for comfort breaks, assist support workers with locating equipment, induct and settle in Sessional Support Workers when covering new sessions, assisting with arrival and departures of clients and generally being present to ensure the quality and timely delivery of services.

You will also support the Team Managers in completing office, finance and administration tasks such as updating service plans, writing letters, purchase orders and invoicing.

A detailed job description, person specification and application form for the role can be found here https://valonline.org.uk/work-for-val/

This is a great opportunity to work for a sector leading, diverse and ambitious organisation, with a vision for growth. The successful applicant will benefit from a competitive salary, a flexible and supportive working environment, 25 days annual leave plus bank holidays and a 6% employer pension contribution.

Closing date: Wednesday 2 March 2022, midday

Interview date: Thursday 10 March 2022

For an informal discussion regarding this post, please contact Aaron Keen aaron.k@valonline.org.uk

VALUES
Supporting People with Learning Disabilities