

Purpose of the role

To assist the Learning Disabilities Project Coordinator in providing administration and other support for The BIG Pathway programme.

The BIG Pathway is a free 30 week programme of learning and development activities for adults with learning disabilities delivered in short sessions in community settings across Knowsley.



Typical tasks

Administration and assistance for:

- **Maintaining participants' records and individual learning plans**
- Setting up sessions
- Supporting learners in sessions
- Designing and producing learning resources
- Putting together session packs
- Collecting resources and refreshments

Skills, values, and commitment

The following would be an advantage:

- Comfortable working with people with varying levels of disabilities and communication needs
- Friendly and approachable manner
- An enthusiastic team player
- IT skills
- Good communication skills
- A commitment to attend regularly on agreed days

Opportunities and benefits

- ⇒ Be part of a friendly, supportive team and have fun!
- ⇒ Develop skills for office work and facilitating / supporting events
- ⇒ Improve CV and job chances
- ⇒ Access training in health & safety, first aid, communications and more
- ⇒ Engage with and support the disabled community
- ⇒ Contribute to our valuable work.

Typical time commitment - We ask that volunteers commit to a minimum of 4 hours 1 or 2 days per week. Full reasonable expenses reimbursed