



Admin, Education Team & Learning Support Facilitators | EDAD/0025



RECRUITING NOW

*Admin, Education Team
&
Learning Support Facilitators*

- ✓ Person Centered Service Delivery
- ✓ Creative Resource Development
- ✓ Collaborative Team Work

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Contact Us
via www.sensoryproject.org

We are an equal opportunities employer; we welcome, celebrate and enjoy diversity across our teams.



Job type

Employed Full-time, Part Time and/or Contractors - to be discussed at the interview.

Payscale to be agreed post-interview at point of offer, successful candidates will receive remuneration matched to [NHS KSF paycales](#).

Shift and schedule

Monday to Friday - TBA at interview. This role would also suit those looking for a job share.

You will work remotely with other team members via our well-established virtual team office; "the ASI Wise House".

FT role is 35 hours per week, typically within UK working hours 9 am - 5 pm Monday to Friday, with occasional cover for weekend education programmes and events.

These roles may also suit those seeking a P/T role or job share.

What we can offer you:

We have a great list of benefits which we can offer.

- 25 days holidays plus bank holidays pro rata (employed only)
- Pension scheme (employed only)
- Free access to Health and Wellbeing resources
- Flexible working
- Excellent in-house learning and development opportunities for all staff

There is a 6-month probationary period, which will be assessed via KPI Position Contract.

www.sensoryproject.org



Who we are looking for:

We are looking for Admin, Education Team & Learning Support Facilitator members to the Leadership Operational Team (LOT), particularly the Education Team. This role will include administration support to ensure the timely delivery of Learning and Development services and education resources across the organisation.

This role will support the LOT to deliver across their portfolios, including creating and posting social media for our membership and marketing resources to promote our modules, workshops and other events. You will enjoy working within different teams in cooperation with our external partners.

You'll maintain accurate and up-to-date records within administration and education systems, in conjunction with our partner organisations; including CLASI and Ulster University. You will provide student/learner-focused "customer" care; information, and resource access while responding to a wide variety of education and administrative requests, delivering high-quality Education Team and Lecturer support activity in collaboration with the wider education team directorate.

Key responsibilities include:

- Responsibility for providing effective, accurate, and proactive administrative support to our primarily national organisation. Some work will include liaising with students from Ireland and further afield. This will include work on our flagship Sensory Ladders Project.
- Keeping matrices and training records up to date in the Learning Management System, Admin and, where applicable, HR system.
- Work as part of the Administration Team for all education and training, such as sending invites, e-learning links, and log-ins.
- Provide administrative support pre-, during and post-induction of all educational activities.
- Maintaining and updating module and workshop resources as appropriate
- Supporting the automation of organisation communication to membership and students.
- Contribute to the continuous improvement of administrative systems, processes and workflows to ensure the team meets its targets.

The role will work across the organisation. It is a fully home-based role, working remotely via our virtual office, the "ASI WISE HOUSE".

FT working is 35 hours per week, typically Monday to Friday, with occasional cover for weekend education programmes. PT is to be negotiated/agreed upon at the interview.

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These roles may also suit those seeking a P/T role or job share.



How to apply:

- To apply for this role, please click the [Apply button](#) below (<https://forms.gle/RNqX9DWehJcfyq3B90>)
- When providing a supporting statement, please refer to the job description and person specification and include any information that shows your suitability for the role
- For more information about this job, please contact lee-anne.miskey@asi-wise.org

Closing Date: 5pm - 5 December 2023

Applications for this job are sought from anyone who is suitably qualified and experienced for the role, but we particularly welcome from those with neurodiversity and/or experience delivering AHP services.

ASI Wise is committed to safeguarding and promoting the welfare of all children and adults who use our services and expects all staff and volunteers to share this commitment.

Successful applicants will be required to complete the relevant safeguarding checks; Enhanced DBS is a requirement.

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Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS AND KNOWLEDGE	<p><i>Numeracy and literacy to minimum GCSE grade 4 (or equivalent)</i></p> <p><i>Ability and willingness to complete further training in the principles of Ayres Sensory Integration</i></p> <p><i>Knowledge of Occupational Therapy, Physiotherapy and/or Speech and Language Therapy principles and grading/task analysis to improve function</i></p> <p><i>Understanding of the roles of other staff groups In education, health and social care, third sector (charity) settings.</i></p> <p><i>Understanding of voluntary sector services</i></p> <p><i>Well-developed IT skills, including entry and analysis of research data.</i></p>	<p><i>Professional, technical or academic qualifications which relate to clinical Speciality i.e. Occupational Therapy, Physiotherapy, Speech and Language Therapy, Ayres Sensory Integration, Trauma Informed Care, Cognitive Behaviour Therapy principles</i></p> <p><i>Postgraduate qualification in research methodology, psychology, neuroscience or other relevant subjects.</i></p> <p><i>Graduate-level knowledge of research methodology and statistical analysis.</i></p> <p><i>Good theoretical knowledge of the problems experienced by and needs of people with sensory integration challenges and their carers, and of assessment and treatment methods.</i></p> <p><i>Awareness of racial and diversity issues.</i></p>	<i>Application form and Interview</i>
EXPERIENCE AND SKILLS	<p><i>Well-organised and able to plan and prioritise own workload, escalating issues to line manager where necessary.</i></p> <p><i>Good negotiating and influencing skills.</i></p> <p><i>Range of clinical experience as support staff within therapy services.</i></p>	<p><i>Additional clinical or health-related experience</i></p> <p><i>Interest in Research and data collection</i></p> <p><i>An interest/experience in conducting research projects or audits.</i></p>	<i>Application form and interview</i>



	<p><i>Experience in either education, inpatient, community or third-sector services. Experience working as part of a team</i></p> <p><i>Experience working autonomously</i></p> <p><i>An interest in / practical knowledge of a range of Ayres Sensory Integration technical and practical skills.</i></p> <p><i>Willingness to learn, gain, maintain and apply advanced skills in a range of IT and web-based technologies e.g. Wordpress, Learn Dash, Canva</i></p>	<p><i>Experience using data entry software and Microsoft Excel. Experience recruiting individuals to research studies</i></p> <p><i>An interest in / experience of successful research bid writing</i></p> <p><i>Has and maintains and apply advanced skills in a range of IT and web-based technologies e.g. Wordpress, LearnDash, Canva</i></p> <p><i>Has an interest in social media platforms and a willingness to help the community of practice to connect and grow.</i></p> <p><i>Enjoys participating with others to create supporting learning, news and marketing resources and materials for the website and social media</i></p>	
<p>PERSONAL AND PROFESSIONAL APTITUDE AND ABILITIES</p>	<p><i>Ability to embrace the following personal values and behaviours on a daily basis -</i></p> <ul style="list-style-type: none"> - <i>Dignity, Respect and Fairness</i> - <i>Integrity, Openness and Honesty</i> - <i>Caring, Kindness and Compassion</i> <p><i>Ability to demonstrate a commitment to our</i></p>	<p><i>Innovative thinker:</i></p> <p><i>A desire to help the organisation reach its collective goals.</i></p> <p><i>A passionate 'playful' individual who harnesses the ethos of the organisation, reflecting the spirit of Ayres' Sensory Integration.</i></p>	<p><i>Interview</i></p>



	<p><i>organisational values</i></p> <ul style="list-style-type: none"> - <i>Working together to be the best we can be</i> - <i>Striving to develop and deliver excellent services</i> - <i>Putting people at the heart of everything we do.</i> <p><i>Good communication & interpretation skills</i></p> <p><i>Good organisational, time management and problem-solving skills</i></p> <p><i>Understanding of good teamwork working</i></p> <p><i>The ability to document information clearly and concisely</i></p> <p><i>The ability to interact with delegates</i></p> <p><i>The ability to use motivational and reassurance skills</i></p> <p><i>The ability to communicate with clarity, sensitively and compassionately.</i></p> <p><i>Skills in resolving unpredictable situations: Motivation to develop own knowledge and skills; ability to adapt to change and new and unpredictable situations;</i></p>		
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	<i>ability to maintain high levels of concentration and awareness; and ability to deal with distractions.</i>		
LANGUAGE	<p><i>Functional skills in English</i></p> <ul style="list-style-type: none"> - Reading - Writing - Speaking - Listening <p><i>(English does not need to be your first language.)</i></p>	<p><i>A second or more languages is an advantage</i></p> <p><i>(this could be your primary language)</i></p>	<i>Application and Interview</i>
OTHER	<p><i>A flexible problem-solving approach to the needs of the organisation</i></p> <p><i>Available to work flexibly to meet the service needs.</i></p> <p><i>Calm, confident, caring, approachable, relatable and reliable.</i></p>		<i>Interview</i>