



Project and Communication/s Assistant

Freelance contract capped at 21 hours per week
6 months - with potential for extension
Home-based with some travel to East & Mid-Surrey

About Us

Include.org is an organisation with a difference.

We are a charity which tackles the issue of communication difficulty as a community, in a fun and innovative way.

We believe that inclusive communities and services which welcome and support people with communication difficulties resulting from learning disabilities / autism can be built through community engagement and creative speech and language therapy-based training and activities.

We provide social and communication opportunities through the award-winning Include Choir and other projects. We share information about communication difficulty and about our members on social media to help raise awareness – and we run training for a range of organisations. Our Champions group of people with learning disabilities / autism help us design training and Easy-Read Resources and work with our team to make sure that people with communication needs are at the heart of everything we do.



Our Values

Whenever you are with Include.org, you can expect staff, volunteers and members to be:

Kind Empowering Fun Inclusive Respectful

and all services to be based on speech and language therapy best practice and the principles of co-production.



About the job

The Project and Communication(s) assistant is a varied and exciting role.

It involves:

- helping us run activities in person and on Zoom
- creating easy read and accessible resources to help people with learning and communication needs to be fully involved
- helping with social media content creation and posting



The role will involve a mix of working from home and on Zoom (so good internet connection is required) and attending sessions in person, in and around Redhill and other locations in East and Mid-Surrey. You may also be asked to assist at events or performances. You will also need to attend regular meetings and supervision, usually via Zoom.

Regular Projects you would assist with:

Project	Description	Time & Location
 Stroll & Sign Various locations	Inclusive outdoor sessions providing social opportunities & gentle exercise boosting wellbeing and communication skills	11am – 12.30pm Saturdays: Fortnightly, Different locations in and around East & mid-Surrey
 Include Choir: Surrey Downs	NEW inclusive Signing Choir -promoting inclusion through music, Makaton and fun.	Weekly (2.5 hours total) Time and Mid-Surrey venue tbc
 Champions Zoom	Coproduction group – reviewing training and creating and reviewing Easy Read resources.	8-9pm Tuesdays On Zoom
 Include Choir: Redhill	You may occasionally be asked to help out at The Original Include Choir – inclusive song-writing, music, communication and more	7.30- 9pm Wednesdays, Hatchlands Primary School, Redhill

You will be expected to attend most sessions, but there will be flexibility with notice. Social media, resource preparation and planning hours are flexible. Notice will be given of meeting and training times.

Social Media Channels you would help manage:

- Facebook, Twitter, Instagram, YouTube & LinkedIn



DUTIES:

We are looking for someone who can provide the following services:

- Attend sessions to help support people with learning disabilities and / or autism and ensure they feel welcomed into the group
- Help create accessible resources to support people during and after the sessions these could include:
 - Accessible documents using Photosymbols
 - Makaton based activities
 - Audio recordings
 - iPad based resources such as Pictello



Skills Required:

ESSENTIAL:

- Excellent organisational and time keeping skills
- Satisfaction in completing tasks to a high standard
- Excellent communication and interpersonal skills, including written & spoken English
- A willingness to listen and learn from everyone you work with
- A friendly and flexible disposition
- Understand and support the concept of inclusion
- Able to use initiative and work with minimal supervision
- Understand the importance of teamwork and contribute positively to a team
- Capacity to motivate and inspire others
- A creative approach to problem solving and a 'can be done' attitude
- Knowledge of Microsoft Excel & Word and other basic computing skills
- Able to accurately document and monitor activity
- Ability to work to a deadline and manage a number of tasks /projects
- Understand the importance of confidentiality, safeguarding and data protection
- Good internet connection

DESIRABLE:

- Experience of working with people with understanding or speaking difficulties (e.g. people with learning disabilities, autism, dementia, aphasia or other conditions)
- Experience of working or volunteering for a charity
- Experience of recruiting and managing volunteers
- Project management experience
- Experience in management and / or recruitment
- Knowledge of inclusive communication techniques, coproduction and / or a social model of disability
- Experience of volunteer recruitment, monitoring and evaluation processes
- Experience of implementing and reporting on impact measures
- A desire to make a lasting change in your community and beyond

TRAINING

You will receive all necessary training, which may include safeguarding and data protection, inclusive communication and the principles of Mental Capacity Act. Free training in Makaton, Photosymbols, Talking Mats and other Inclusive Communication techniques will be provided as required, tailored to your level of need (e.g. refresher/beginner).

If needed, training will also be provided in using our Social Media Scheduling Tool and Mailing system.

OTHER INFORMATION

The hourly rate is £10.75, and the hours are capped at 21 hours per week. This contract is for 6 months in the first instance, with scope for extension.

This is a contracted freelance position, so you will be responsible for your own tax/NI contributions. Fees will be payable on receipt of an invoice and time sheet at the end of the month, unless alternative arrangements are agreed in writing with the Board of Trustees.

IF YOU ARE INTERESTED

Before you apply:

Please spend some time on our Youtube channel [IncludeTube](https://include.org), on our website <https://include.org> or our other social media channels getting to know **Include** and the work we do.

To apply, please send a **covering letter/email** outlining your experience and how you are able to provide the support we need. This should be accompanied by an **up-to-date CV**. As part of the process of selection you will be invited to join a Champions group meeting on a Tuesday evening or an Include Choir session on a Wednesday evening on Zoom or in person.

If you have any queries, please email Alix Lewer at Alix.Lewer@include.org or call 07446 897835 for an informal chat.

Closing Date: 5pm, Friday 13th May 2022

Interviews: from w/c 23rd May 2022



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