



ROLE SPECIFICATION

ROLE TITLE – Scholarship Coordinator/Support Worker

Role Summary

Purpose

To coordinate the activities of the Scholarship Initiative. To work closely with Field Director in assisting with decision making. To offer support to Scholarship students and create a person centred needs and support plan for each student.

Role Summary

- Interview potential students.
- Assess student needs and create support plans for them.
- Support students and monitor progress.
- Provide weekly report to staff and management
- Provide administrative support to Field Director.
- Organise structure and timetable for individual students
- Network with other organisations for student placements.
- Ongoing development of the Scholarship.

Output

Role Output:

Interview Potential Students: Provide application form for potential students. Seek references and reports prior to Interview. Interview potential students.

Assess student's needs: Carry out needs and risk assessments during interview and thereafter monthly assessment.

Support and monitor student's progress: Assist students with their personal development plan meeting with them each month to monitor and record progress as well as Programme SU's as directed.

Provide administrative support as needed to students and assisting with the transfer of responsibility back to the students themselves.

Organise the weekly structure and diary for each student that will take into account their personal development, back to work training and free time.

Establish links and network with organisations as directed by the Field director to help with training and employability of students.

Assist with the ongoing development of the Scholarship structure and it's format.

Promote the Scholarship to other services.

Assist in day to day running of program including evenings/weekends and sleepovers as required.

Key Links

1. Project Manager
2. Senior Support Worker
3. Field Director
4. Support Workers
5. Administrative Staff