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**Assist is recruiting!**

*The Assist Trust is all about independence and is centred on the belief that we are all equal citizens.* ***We develop the strengths of adults with learning disabilities*** *in Norfolk by providing personalised, outcome-focussed programmes. We fulfil potential and promote a sense of purpose, well-being and integration into the community.*

**Assist Trust Keyworker**

Hours: 37 per week, 8.30am to 4.30pm weekdays (to 4pm on Fridays), with occasional out of hours work as required and a role in one of the Assist Trust work teams. Part time hours can be considered.

*Position includes a role in one of the Assist Trust work teams (Health & Safety, Promotions, Wellbeing, Housing, etc. – entailing manageable tasks completed after group sessions or during set aside times)*

**Rate: £27,034.77 p.a**

**Contract type: Permanent**

**Benefits**:

* Inspiring and varied work supporting adults with learning disabilities
* Six month induction period with full training given
* Regular supervision and support
* Career progression opportunities
* Person centred support for all staff
* An open door policy where management are always available
* Free car parking
* Free DBS check and registration to DBS update service
* 20 days holiday entitlement rising each year to a maximum of 25, plus bank holidays and an extra week at Christmas
* Yearly team building/wellbeing activity day, with other wellbeing events/activities held throughout the year
* Flexible working at the end of the working day
* Wellbeing champions and Mental health first aiders available
* Access to the Assist Trust staff allotment at Heath Gardens
* An external employee scheme, with benefits including support for dental and optician costs, 24 hour GP access, mental health support, etc.

Successful Keyworker applicants will be friendly, approachable, very well organised and professional. They will have a very good awareness of how to support individuals towards greater independence with a person centred approach in a respectful and strength-based way. As well as demonstrating excellent verbal, written and electronic communication skills, individuals will be able to work independently and alongside others as part of a team.

We are looking for an enthusiastic, energetic and compassionate person who can support adults with learning disabilities by helping them build their confidence and by treating them respectfully as fellow citizens.

The successful applicant will undertake an enhanced DBS check.

If you are interested in this position please download and completed the application form and email it to the [office@assist-trust.co.uk](mailto:office@assist-trust.co.uk)

Alternatively you can request a paper copy of the application pack by calling 01603 230200.

If you would like to discuss this opportunity informally, please contact the CEO Richard Ward or Head of Services Lucy Graver, on 01603 230200.

**Interviews will take place as and when suitable applications are received.**

Data Protection

Should your application be successful, Assist Trust will securely store application forms, DBS details and any other related application and review paperwork for a limited period of time, as appropriate to the situation.

All documentation relating to active employees will be retained throughout their employment with Assist Trust, and for seven years following their departure from the service, in line with our Data protection policy.

Applications which are unsuccessful will be destroyed 3 months from application unless permission is given by the applicant to be securely stored for further vacancies.

Individuals have the right to request and receive all information held about them at any time.