



## **G.A.S.P. Part-time Project Worker job description**

### **Job Title:**

G.A.S.P. Project Worker

### **Job Purpose:**

The main focus is to reduce the prevalence of smoking amongst the young people within the Bailiwick of Guernsey. G.A.S.P is a registered charity which receives a direct grant from the States of Guernsey Board of Health.

### **Working relationships:**

The project worker is directly accountable to the G.A.S.P Manager and the Management committee. They will work closely with all schools and organisations dealing with children and young people.

### **Principle duties and responsibilities:**

1. To organise with the Manager a programme of activities on a termly basis- with an overview for the year.
2. To plan and deliver an appropriate smoking education programme to 8-18 year olds as requested by the schools/ organisation and G.A.S.P Manager.
3. To organise, promote and attend any G.A.S.P activities, clubs and other linked activities as requested by the Manager.
4. To undertake any work requested by the GASP Manager.
5. To liaise with teachers, youth workers and other agencies who work with young people on No Smoking issues.
6. To maintain the high profile of G.A.S.P in the community.
7. To maintain a good working relationship with the local media and community in order to actively promote GASP.

### **Base:**

The post holder will be based in office provided by the GASP Committee.

### **Computer skills**

Microsoft Word, basic Excel, Powerpoint and Publisher useful.

### **Education qualifications:**

The project worker will be expected to show evidence of an ability and enthusiasm to work with young people individually and in groups and to have acquired a Degree or equivalent qualification or NVQ level 3 or 4.

### **Essential:**

- ◆ Non- smoker
- ◆ A degree or equivalent qualification at A level, NVQ Level 3 or 4.
- ◆ Excellent interpersonal skills and the ability to communicate effectively with the Manager on a day to day basis, the Committee, the media and a wide range of people, age groups and abilities.
- ◆ Experience in working with 8-18 year olds.
- ◆ Computer literate
- ◆ Must be prepared to undertake training as appropriate
- ◆ Current driving licence.
- ◆ Own transport
- ◆ Flexible time

### **Pay and Conditions:**

Valid right to work document.

### **Hours:**

The project worker will work a maximum of 15 hours per week- about 7 lessons per week, term time only. The duties of the post require the post holder to be flexible and will include lunchtime, evenings and weekends as the need arises.

### **Pension:**

The Project Worker is responsible for his/her own pension arrangements.

### **Sick Leave:**

After six months employment the Committee will continue to pay the project worker the normal rate for a maximum of four weeks in a twelve-month period. He/she will, however, be required to pay the Social Benefit from the States to G.A.S.P.

### **Termination of Employment:**

Employee –in writing by giving one month's notice.

Employer – one month, except in cases of gross misconduct when dismissal will be immediate – please find enclosed information on Disciplinary Procedures.

### **Salary:**

Grade AA2/EG1

The job description salary and post holder's performance will be reviewed yearly by the Manager and the Committee.