**Job Description**

Reporting to: Chief Creative Officer/Board of Directors  
Hours: 12 hours per week (Tuesdays and Thursdays – days can be flexible)  
Based: Home working and in Bishop Auckland, County Durham  
Contract: Temporary for 4 months (self-employed basis)  
Rate: £12.50 per hour

**Purpose**

The person will be responsible for supporting our Keeping People Connected service, an ongoing support service and helpline supporting adults with learning impairments and autism across County Durham to keep safe, well and connected during the Covid-19 pandemic. This includes helping people keep up to date with and understand the latest government guidance around coronavirus, supporting people with any worries or anxieties they may have, and helping people to keep connected with services and friends.

The person will also support our other projects and services including our work to remove the barriers to employment for young adults with a learning impairment and/or autism.

**Main Duties**

* Provide over-the-phone, text, email and social media support to adults with learning impairments and/or autism.
* Promote Bridge Creative’s projects and services to create referral routes into the organisation and increase capacity.
* Support people to access social media safely.
* Deliver group video call sessions digitally.
* Assist with the management of a Facebook group aimed at adults with learning impairments and/or autism including creating suitable content.
* Support people with form-filling and to participate in impact measuring activities (surveys, focus groups, writing case studies).
* Provide work-placement support both digitally and in-person to adults with learning impairments and/or autism.
* Provide knowledge and support to connect and signpost people to services and organisations that may benefit them.
* Create and maintain accurate records and assist with monitoring and evaluation of projects/services.
* Support the team to ensure Bridge Creative’s projects and services are user-led.
* Assist with the design and implementation of new projects and services.
* Assist with producing risk assessments for Bridge Creative’s projects and services.
* Understand and adhere to Bridge Creative’s policies and procedures.
* Promote Bridge Creative’s mission, vision and values and help raise awareness.