



JOB
DESCRIPTION

SUPPORT WORKER

TEMPORARY PART-TIME

SS26\08



FOREWORD FROM DIRECTOR OF SOCIAL ENTERPRISE & OPERATIONS

Dear Applicant

Thank you for expressing your interest in the role of Support Worker (Temporary Part-Time).

It is an exciting time for Stepping Stones NI as we continue to build on our success across our services. We are pleased to offer an opportunity to join our team, where you will play an integral role in supporting our participants to develop their skills, confidence and abilities.

If you are someone who wants to make a real difference to our participants' lives and bring valuable experience to the role, this is the opportunity for you!

Stepping Stones NI offers a diverse working environment and the chance to positively impact the lives of people with learning disabilities, difficulties, and barriers to employment.

If you share a commitment to our values and believe in the work we do, we want to hear from you.

Please find enclosed relevant information about our organisation and the role, including details of the selection process.

A handwritten signature in blue ink that reads "Emmett Mullally".

Emmett Mullally

Director of Social Enterprise & Operations

BACKGROUND TO STEPPING STONES NI

Stepping Stones NI is a multi award winning charitable organisation supporting people with learning disabilities and barriers to learning and employment to gain new skills, qualifications and employment.

Our organisation comprises of four core services: employment, training, youth and social enterprises.

We operate five social enterprises which include two cafes, a wedding stationery business, a picture framing business and a horticultural wellbeing hub. Each social business serves as a realistic training platform for our trainees where they can learn core skills which ideally enable them to progress into work placements or employment .

Over the last 28 years we have supported people who face all kinds of barriers to employment and learning including Autism, ADHD, Dyslexia and mental health barriers.

We believe that with the right support people who experience barriers to learning and employment can get a job that they enjoy and stay in that job.

Our Values:

- **Respect:** We respect everyone's right to a life more fulfilled and respect each other in the process
- **Inspire:** We inspire employers and the wider community to see disability differently
- **Empowering:** We empower each other to make a positive impact on the world and in the organisation we work

Our Values drive our behaviours and govern our actions. They are at the heart of our Culture and define who we are, and how we present ourselves every day.

Our Behaviours:

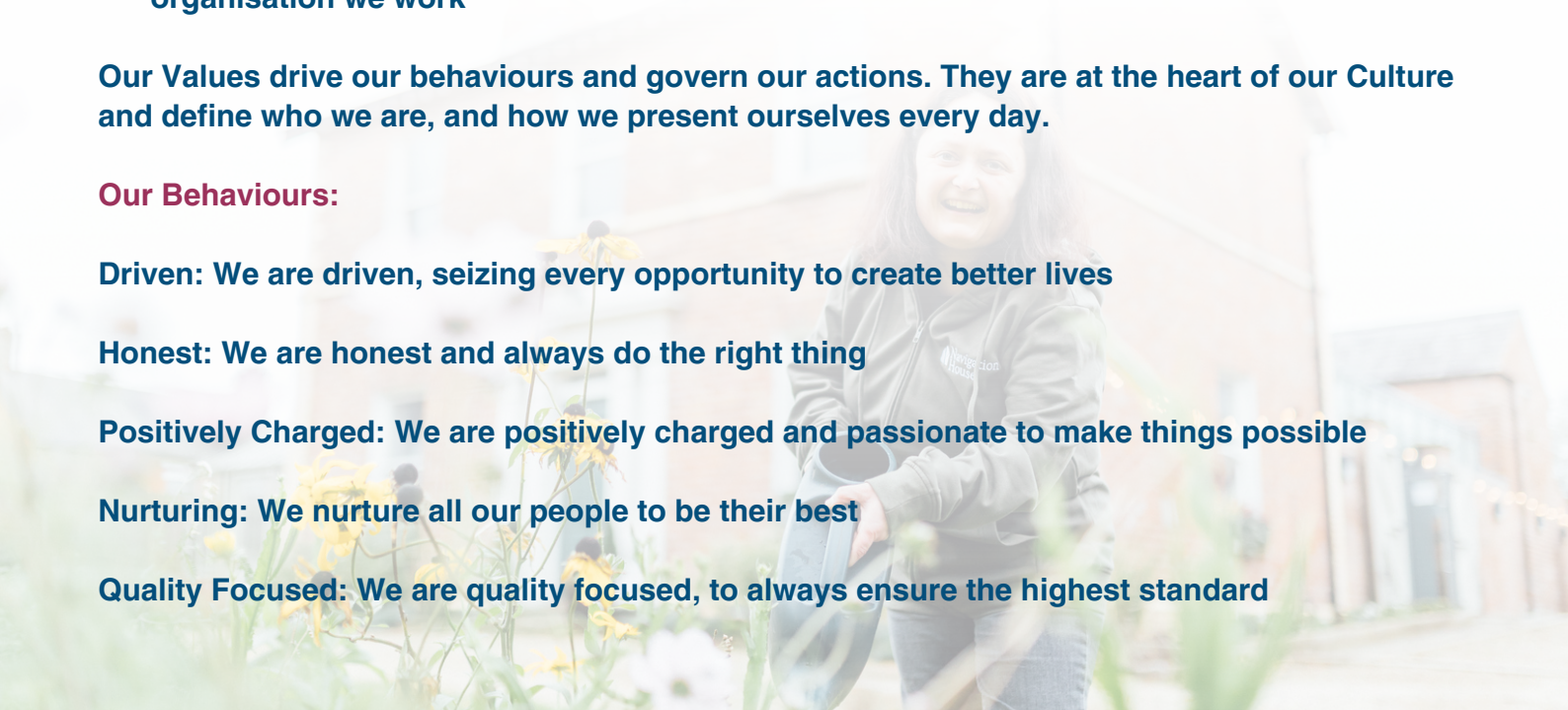
Driven: We are driven, seizing every opportunity to create better lives

Honest: We are honest and always do the right thing

Positively Charged: We are positively charged and passionate to make things possible

Nurturing: We nurture all our people to be their best

Quality Focused: We are quality focused, to always ensure the highest standard



KEY PURPOSE OF THE POST

The main purpose of the post is to provide high-quality, person-centred support to adults with learning disabilities across Stepping Stones NI's social enterprises.

The postholder will enable individuals to participate meaningfully in work-based activities, develop practical and transferable skills, build confidence and independence, and work towards their personal and employment goals.

Working as part of a supportive and inclusive team, the postholder will help create safe, positive and empowering environments where individuals are encouraged to develop their abilities, make choices, take on new challenges and achieve their potential.

JOB DESCRIPTION

Job Title: Support Worker (Temporary Part-Time)*

Reporting to: Director of Social Enterprise & Operations

Responsible for: The postholder is responsible for supporting adults with learning disabilities to participate in meaningful work-based activities across Stepping Stones NI's social enterprises. They will encourage individuals to develop practical skills, confidence and independence, while promoting choice, inclusion and progression within a safe, supportive and positive working environment.

Location: Lisburn or Newtownards.

Salary: £12.71 per hour

Holiday entitlement: Dependant on hours worked.

Hours of work: Flexible part-time. The postholder will provide cover when needed.

*recruiting for a bank of temporary support workers

MAIN RESPONSIBILITIES

- Support individuals to participate in daily activities within social enterprises.
- Provide support to Lead Facilitators to deliver training sessions.
- Encourage independence, choice, and skill development.
- Provide practical and emotional support while promoting dignity and respect.
- Maintain health, safety, and wellbeing standards.
- Work flexibly across different social enterprise areas as required.
- Communicate effectively with colleagues and contribute to a positive team environment.
- Maintain basic records and follow safeguarding and organisational policies.

MAIN RESPONSIBILITIES

Health & Safety

Ensure that all duties are carried out to comply with:

- The Health and Safety at Work (N.I.) Order 1978.
- Acts of Parliament, Statutory Instruments and Regulations and other legal requirements.
- Agreed Codes of Practice; including the COSHH Regulations and Safe Working Practices manuals.
- Any other statutory regulations which may apply.
- Ensure that all equipment is maintained in an appropriate and safe manner, with any defects being reported immediately.
- Co-operate with staff and management to maintain our Health and Safety policy i.e. reporting and recording accidents using accident books, relevant paperwork.
- Undertake Health and Safety and Environmental training as identified by Stepping Stones NI.

MAIN RESPONSIBILITIES

General

- All staff must ensure that customer focus is always maintained in order to achieve customer satisfaction.
- Comply with organisational code of practice and attend all mandatory training to ensure compliance.
- All staff are to contribute to the continual improvement of the Quality management system – ISO, Investors in People and ETI by adhering to the documented procedures and processes, and identifying improvements.
- Comply fully with Stepping Stones NI Safeguarding Procedures.
- Proactively identify risks in relation to participant safety and carry out general and individual risk assessments as appropriate, ensuring that risk management procedures are adhered to.
- Ensure accurate record keeping in line with organisational data protection and confidentiality policy.
- To attend any meetings as and when required, for example team meetings and monthly balanced scorecard meetings.
- Ensure compliance in all activities in accordance with the Company's Equal Opportunities Policy.
- Conduct all activities with confidentiality and in accordance with the requirements of Data Protection Legislation and the Company's Policies and Procedures.
- To communicate effectively with parents, carers, social workers, customers and all stakeholders of Stepping Stones NI in a professional manner understanding Stepping Stones NI values.

This list is not exhaustive, and the role may change to meet the nature and demands of the business.

PERSON SPECIFICATION

Essential

1. A genuine interest in supporting adults with learning disabilities.
2. Have an understanding of how to support adults with learning disabilities
3. A caring, patient, and respectful approach to working with people.
4. Willingness to learn and take direction in a support role.
5. Good communication skills and the ability to work well with others.
6. Flexibility to work across different social enterprise settings.
7. Commitment to health, safety, and safeguarding standards.
8. Reliability, punctuality, and a positive attitude.
9. GCSE Maths and English or equivalent.

Desirable

- Interest in catering, crafts, creative work, or horticulture.
- Experience delivering/facilitating training sessions.
- Basic awareness of learning disabilities or inclusion (training provided).
- Willingness to undertake relevant training (e.g. safeguarding, food hygiene).
- Experience demonstrating empathy, responsibility, or commitment.

SELECTION PROCESS

Application is by submission of a cv and covering letter to:
emmett.mullally@stepping-stones.org.uk

CV's will be shortlisted against the criteria detailed in the job description.

If we receive a high number of applications, we reserve the right to increase the number of competencies that the candidates will have to demonstrate.

Short-listed candidates will be invited to attend a first stage interview to assess the candidates suitability for the role.

Where the quality of applications is particularly high applicants may be invited to a second stage interview.

If you would like to have an informal discussion about the role please contact:

Emmett Mullally
Director of Social Enterprise & Operations
E: emmett.mullally@stepping-stones.org.uk
T: 028 9279 4465

Stepping Stones NI is an equal opportunities employer.

Closing date: Monday 5 October 2026 at 4pm.

