




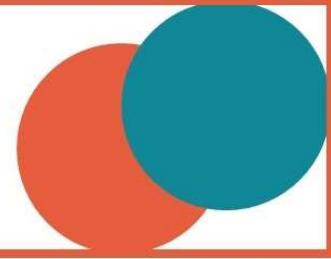





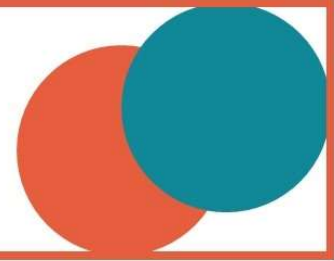
## Job Description and Person Specification



	<p><b>Job title - Travel Buddy Worker</b></p>
	<p><b>Department – Active Lives</b></p>
	<p><b>Location</b></p> <p>Grace Eyre Head office - this will be Telecom House (near Preston Park). Travel to other locations across Sussex will be needed. Staff travel time and travel expenses will be respected.</p>
	<p><b>Line Manager - Travel Buddy Team Leader</b></p>
	<p><b>Number of staff responsible for – NONE</b></p>



	<p><b>Salary and Work Hours</b></p> <ul style="list-style-type: none"> <li>• £24,152 FTE per annum – this will be pro-rata (£12.57 per hour)</li> <li>• Part-time 11 – 15 hours per week</li> <li>• Generally Monday-Friday</li> <li>• Fixed term contract till September 2027</li> </ul>
	<p><b>Any specific working conditions (lone working, unsocial hours, shifts/working patterns)</b></p> <p>Some occasional “early starts”, evening and weekend work might be required. Will be discussed and agreed with you in advance</p> <p>Staff expenses and staff travel time will be respected.</p>
	<p><b>Summary of the role</b></p> <p>Travel Buddy is a Grace Eyre project that helps people with a learning disability and/or autistic people to travel safely and independently.</p> <p>We want to employ friendly and approachable people to work on the Grace Eyre Travel Buddy project in supporting people to become confident and safe with their travelling – whilst using public transport.</p>
<p style="text-align: center;"><b>Tasks and Responsibilities</b></p>	

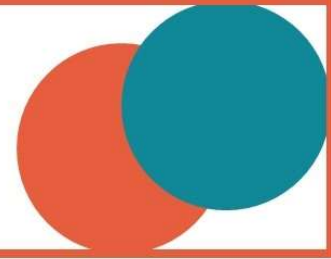









- Support the delivery of route planners and educate people on what to do if there is a problem
- Deliver travel training to people with learning disabilities and/ or autism.
- Support the delivery of “Drama on the bus”
- Deliver travel training workshops and give people friendly support and reassurance.
- Share your experience as someone who can travel on their own. Telling people what difference it has made to you.

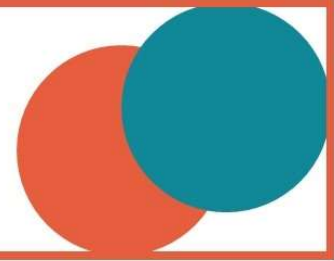
## Goals of the role






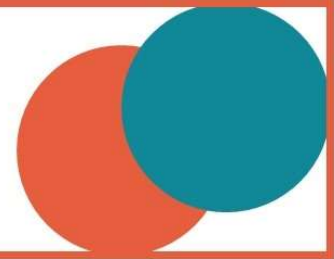
- 1. Support in the delivery of the Travel Buddy project, including workshops and journeys across West Sussex and Brighton & Hove.**
- 2. Support, encourage and reassure people to engage in Travel Buddy, e.g. in workshops or journeys**
- 4. Listen to people and ensure that the Travel Buddy project is the best that it can be**
- 5. Promote the benefits of Travel Buddy and Grace Eyre**













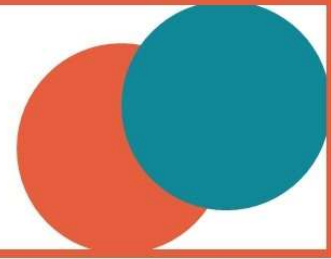
Criteria		 Essential	 Desirable
	<p><b>Education</b></p> <ul style="list-style-type: none"> <li>• We are looking for someone with lived experience, someone with a learning disability and/or autism, and someone who can travel on their own.</li> <li>• We are looking for someone whose is confident in using public transport and can help others</li> <li>• We are looking for someone whose is confident in delivering training or workshops to people with learning disabilities and/ or autism</li> <li>• Someone with good planning skills and time keeping skills (punctuality)</li> </ul>	    	




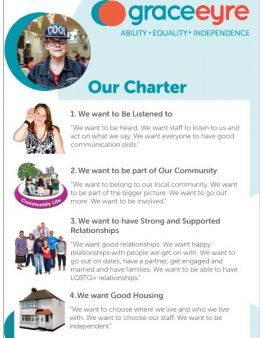


	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>You may have done the Travel Buddy project yourself</li> </ul>		
	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>Good communication and teamwork skills</li> <li>Happy to do practical tasks when needed</li> <li>We want someone who is confident/ comfortable talking to new people.</li> <li>Talk to people on a one to one basis</li> <li>Talking to groups of people – usually 12-15 people</li> <li>Experience in working with people with learning Disabilities and/ or autism</li> <li>Experience in working with families and carers</li> </ul>		



	<p><b>IT skills</b></p> <ul style="list-style-type: none"> <li>• Good admin or IT skills would be useful, e.g. being able to write a letter. Grace Eyre is happy to use assistive technology to help you here</li> <li>• You need to be able to use a work mobile phone</li> </ul>	          	
	<p><b>Knowledge &amp; Experience</b></p> <ul style="list-style-type: none"> <li>• You need to be able to travel independently and feel confident that you can teach others these skills</li> <li>• Be kind and friendly</li> <li>• Happy to talk to different groups and listen to what they have to say</li> </ul>	                    	
	<p><b>Lived Experience</b></p> <ul style="list-style-type: none"> <li>• Two of these roles are only for people with lived experience</li> <li>• Being an independent traveller yourself is important so you can</li> </ul>		



	show the benefits of Travel Buddy		
--	-----------------------------------	---	--

Organisational Commitment			
 <p><b>Our Charter</b></p> <p>1. We want to Be Listened to "We want to be heard. We want staff to listen to us and act on what we say. We want everyone to have good communication skills."</p> <p>2. We want to be part of Our Community "We want to belong to our local community. We want to be part of the bigger picture. We want to go out more. We want to be involved."</p> <p>3. We want to have Strong and Supported Relationships "We want good relationships. We want happy relationships with people we get on with. We want to go out on dates, have a partner, get engaged and married and have babies. We want to be able to have LGBTQ+ relationships."</p> <p>4. We want Good Housing "We want to choose where we live and who we live with. We want to choose our staff. We want to be independent."</p>	<p><b>Our Charter</b></p> <ul style="list-style-type: none"> <li>All people who join Grace Eyre commit to uphold and support achieving <a href="#">Our Vision, Mission and Our Charter</a></li> </ul>		
 <p>Equality Act</p>	<p><b>Equity, Diversity and Inclusion</b></p> <ul style="list-style-type: none"> <li>All people who join Grace Eyre commit to making sure our organisation is diverse, inclusive and accessible for all</li> </ul>		
 <p>disability confident EMPLOYER</p>	<p><b>Disability Confident Employer</b></p> <ul style="list-style-type: none"> <li>All people who join Grace Eyre commit to making sure that all jobs and roles are accessible for people with a disability</li> </ul>		