##### Job Description



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| **POST:** Support Worker to the Service manager**LOCATION:** MertonVision**ACCOUNTABLE TO:** Service Manager HOURS: 28 hours per weekSALARY GRADE: £22,750 per annum Pro rata  |

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| **JOB PURPOSE:** To support the Service Manager to carry out his duties and provide support to overcome practical tasks that are difficult due to his visual impairment.  To support members of the Management Team and Board of Directors where appropriate within time restraints. |

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| **KEY ACCOUNTABILITIES/TASKS:**1. Reading mail and prioritising.
2. Dealing with documents, summarising as appropriate
3. Proof reading material including NESS News and the Annual Report
4. Preparation of documents using Microsoft software, SL, Database or equivalent software
5. Driving the Service Manager on visits out of the office occasionally using your own vehicle (Where applicable)
6. Accompanying the Service Manager to conferences, meetings and events which will involve travelling out of the local area and occasional overnight stays
7. Some general administrative duties including filing, making appointments and diary management
8. Reading documents including confidential material to the Service Manager as required
9. Provide Board and Finance Committee Minute taking and Minute production

 10. Provide some Administrative support to Directors including the printing and sending of materials including Board papers 11. Provide some Administrative support to members of the Management Team, where time allows GENERAL:Administer Data entry and Data extraction from Company Database, provide reports in accessible formats.Any other duties as appropriate to the post.You are expected to adhere to MertonVision’s policies and procedures.Training needs will be identified in discussion with your line manager on an ongoing basis. Employees are encouraged to attend training courses to meet the needs of the organisation as well as personal and job development needs.Support will be given to you by your line manager during regular supervision sessions and an annual appraisal.On occasions you will be asked to assist other members of staff in their daily work. This applies for extraordinary situations in times of absences through sickness or unforeseen volume of work and will not be a regular occurrence.To undertake other such duties as may be reasonably required by the organisation.  |

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| I accept the particulars of this job description SIGNED.............................................................................Date......................... |