



Project Worker - fixed term/secondment opportunity until the 31 March 2027.

Salary: Band: 5, £27,346 - £29,170 p.a, pro rata (£3,695 - £3,941 for 5 hours)

5 hours per week: worked on one day a week

The Service

Working within the Independence and Wellbeing Team.

What is the role?

To support and deliver community-based activities that improve health and wellbeing, reduce social isolation and promote independence for adult residents in Portsmouth.

The Project Worker works under the guidance of Community Development Officers and Team Leads but is responsible for the safe, practical delivery of community Cookery sessions. The role focus on frontline delivery, engagement with residents, gathering basic information and undertaking the practical tasks required to ensure sessions run effectively.

Key Responsibilities:

Activity & Session Delivery

- Deliver community cookery activities independently in line with agreed plans, risk assessments, and procedures.
- Prepare resources, set up and clear activity spaces, and manage the practical running of sessions.
- Support residents to engage safely and confidently in activities, adapting delivery within agreed boundaries to meet participant needs.
- Deliver practical cookery activities, following guidance and safe working practices.

Community Engagement

- Build positive, supportive relationships with residents and participants during sessions.
- Encourage participation and inclusion, responding sensitively to different needs, abilities, and backgrounds.
- Gather basic feedback from participants and identify immediate needs, signposting appropriately within agreed limits.
- Support engagement activities such as conversations, surveys, and attendance at community events as required.

Partnership & Joint Working

- Support routine communication with voluntary organisations, community groups, venues, and other partners to enable activity delivery.
- Share updates, issues, or opportunities identified during delivery with senior staff.
- Work cooperatively with colleagues across the Community Development Team and wider services as directed.

Data Collection & Reporting Support

- Record attendance, session outcomes, and basic feedback accurately and promptly.
- Provide routine data and information to Community Development Officers or Team Leads to support monitoring and reporting.
- Follow data protection and confidentiality requirements at all times.

Safeguarding, Health & Safety

- Work in line with safeguarding policies, recognising concerns and reporting them promptly in accordance with procedures.
- Follow health and safety requirements, food hygiene guidance, and risk assessments during all activities.
- Maintain awareness of participant welfare and escalate concerns appropriately.

Physical Demands

- The role involves regular light to moderate physical activity, including setting up sessions, carrying equipment and food shopping.
- May involve periods of standing or moving equipment.
- Requires concentration and multi-tasking while supervising activities involving vulnerable adults.
- Occasional exposure to emotionally sensitive situations, managed through adherence to procedures and supervision.

Who is the person?

You need:

1. Experience of delivering or supporting group cookery activities.
2. Experience engaging with adults, including vulnerable people or marginalised communities.
3. Good communication skills with the ability to explain activities clearly and accessibly.
4. Practical skills relevant to cookery activities.
5. A commitment to taking a co-productive, strength-based approach in the delivery of community based projects.
6. Ability to follow procedures, guidance and risk assessments consistently.
7. Awareness of safeguarding responsibilities and health and safety requirements
8. Competent IT skills, including routine use of MS365 (Outlook, Teams, Word, Excel)
9. Good written and verbal communication skills as you will be required to regularly provide data to support quarterly reports.
10. The ability to work independently within agreed boundaries and seek support when required.
11. An understanding of health inequalities and the impact of loneliness and social isolation.
12. To be able to undertake the physical (i.e. shopping for ingredients, carrying equipment to venue to be used in the session etc), mental and emotional demands of the post.



13. A clean full driving licence and access to a car as you will be required to carry equipment/shopping to a venue.
14. The ability to work flexibly to meet service needs, including some evening or occasional weekend work.

If you would like to discuss this further, visit our current service or have any questions, please contact sharon.furtado@portsmouthcc.gov.uk or Nicola.jones@portsmouthcc.gov.uk

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.

General Data Protection Regulation (GDPR)

Portsmouth City Council is the Data Controller of any personal information you provide when applying for a job. It will only be used in connection with the recruitment process and will not be kept for longer than necessary. For more detailed information you can access the Data Protection Privacy Notice on our [careers portal](#).