

## Post description

Title: Assistant co-ordinator

### The organisation

The organisation aims to bring the joy of flying in a light aircraft to people who would not otherwise have the opportunity to experience it due to disability and living in full time care or suffering from terminal illness. Flying can be an exciting experience that exhilarates and entertains. Many people are unable to experience this as they may be incapable of seeking out the opportunity or even understanding that it is a possibility. Living in full time care or having little time left reduces the opportunity for something fun and different, and exciting - that's where we come in.

### Role

The assistant co-ordinator will facilitate the service users and their carers at the location. They will attend morning meetings to find out the plan for the day. They will help guide the service users and carers around the facility and to and from the aircraft. If needed they will assist the service user in the aircraft with communication, explanation and provide support for the pilot with caring for the service users. They will talk to carers and service users to find out their needs and assist in meeting them where possible.

They will also complete paper work as and when required; this will include telephone communication sheets and incident sheets when required. They will follow the Flight horizons charter and policies. They will not spend time alone with vulnerable people.

### Skills needed

- Good communicator
- Calm manner
- Friendly
- Knowledge of working with people with disabilities

### Preferred

- First aid qualification
- Manual handling qualification
- Knowledge of signing