



## Wellbeing Officer

<b>Salary:</b>	£32,717 + 5% pension contribution
<b>Hours:</b>	35 hours per week. Occasional weekend and evening work
<b>Contract:</b>	Permanent
<b>Location:</b>	Share Clapham Junction, 64 Altenburg Gardens, London, SW11 1JL, Share Brixton, 336 Brixton Road, SW9 7AA and Share Tooting, Building 32 Lapidge Drive, SW17 0YF and Share Vauxhall, Black Prince Trust, Beaufoy Walk, SE11 6AA.
<b>Annual leave:</b>	28 days per year pro rata (increasing by one day per year until you reach a maximum of 33)
<b>Reporting to:</b>	Head of Wellbeing and Training

### The role

The Wellbeing Officer is responsible for building excellent rapport with Share students, their circle of support and colleagues to enable students to identify their goals and aspirations, and support others in their life to help them to achieve it. You'll support students within a positive behaviour framework and work with the Head of Student Wellbeing, Quality and Impact, and the Wellbeing Manager to develop support plans and resources for the student to be their best self.

We have achieved our autism accreditation through the National Autistic Society and are currently working towards advanced status. You'll work closely with the Head of Student Wellbeing, Quality and Impact, who is responsible for Autism Accreditation, to maintain best practice in line with the standards, and support our journey towards achieving advanced status.

### About us

At Share, we're passionate about supporting disabled people to set their own goals for learning and life, and then helping them to achieve their aspirations. We offer a range of training, employment, personal development, and leisure opportunities. Enabling people to be more independent and self-directed, able to make informed choices, healthier and more resilient, and fully socially included is at the heart of our work. Our programmes reflect modern needs and focus on digital skills, health and wellbeing, and developing robust pathways into independent living and employment.

A number of our training programmes lead to nationally recognised qualifications with others providing valuable life and social skills or helping students explore and develop their creative abilities. We use the Outcomes Star to help people to set goals for learning and life, and to track their achievements.

### Main responsibilities

1. To work with the wider Wellbeing team and wider staff team to manage daily interactions with students. You'll support the management of behaviour that challenges and create strategies to support students' independence, self-regulation and wellbeing.
2. To case manage a cohort of students, ensuring that each receives regular assessment and review.

3. To advise staff on individual students' goals, needs, communication strategies, and anything else that will help the student to get the best learning experience by writing and updating student profile and risk assessment document and communicating effectively with the team.
4. To be responsible for student welfare and safeguarding at the various sites, reporting any safeguarding alerts or concerns to the Head of Wellbeing and Training.
5. To maintain clear, accurate, up to date, and detailed records of student activities and development using the Civi CRM database.
6. To assist students to access advice and support, including signposting to external services and producing accessible materials.
7. To ensure that all Share sites are appropriately resourced and supported from a wellbeing perspective to meet the needs of all students, and that students are enabled to take part in the same range of activities as their peers based at the Altenburg site.
8. To contribute to Share's journey towards excellence in Autism by identifying and putting in place best practice to support our autistic students to flourish.
9. To attend student reviews and advise on individuals' progress, as well as supporting the individual to express their views and future plans.
10. To work with the Enrolment and Family Liaison team to develop and maintain productive relationships with parents, carers and wider support networks so that students can develop to their highest capacity.
11. To analyse and report on student data to management, commissioners and funders as required.
12. To attend internal and external meetings and events as required.
13. To work as a member of a supportive team and to undertake any other tasks as may be reasonably required.

*In addition to the specific duties outlined above, the post holder may be asked to undertake any other duties commensurate with their role.*

## Person Specification

### Experience, skills and knowledge

1. Experience of working within a social care environment and providing services that directly empower and enable disabled people.
2. Experience of working in a way that promotes self-advocacy and supports people to make their own choices.
3. Good knowledge of safeguarding and an understanding of the social care system with regard to disabled people.
4. The ability to respond to and engage in one to one working with students when needed.
5. Excellent problem solving skills with a creative and exploratory approach.
6. The skills to provide practical support and guidance for students with additional and complex needs.
7. The ability to signpost to advice and translate complex instructions or guidance into easy-read and accessible formats.
8. The ability to build rapport with people at different levels and with different abilities.
9. Excellent listening and facilitation skills, including the ability to communicate with those who are non – verbal, using tools such as Makaton.
10. Excellent team working skills and a commitment to creative partnership.
11. The ability to work under pressure, have the ability to plan ahead, achieve given deadlines, and have an eye for detail.
12. The ability to work flexibly, with some out of hours work required.
13. A high level of digital proficiency, especially in data systems and in using assistive technology. Proficiency in Microsoft Outlook, Word and Excel are essential. Experience of using software that

supports people with learning disabilities to communicate would be an advantage, and you should have a facility for using digital technology as a daily tool.

14. Good literacy, numeracy and analytical skills, and the ability to produce clear, well-presented, concise reports for internal and external audiences from raw data.
15. A passion for supporting disabled people to live independent, autonomous, happy lives, achieving their dreams and aspirations.
16. Knowledge of intensive interaction techniques is desirable.

### **How to apply**

We actively encourage applications from people from minoritised ethnic communities and with lived experience of a learning disability and/or autism. This is because we believe our staff should reflect the diversity of our student body wherever possible in order to provide the best possible service.

Please apply through our website or send us your CV and cover letter personal statement addressing the three questions below:

1. What are the top three qualities that make you an excellent Wellbeing Officer?
2. What skills do you have to support students with varying communication needs?
3. How would you contribute to Share's journey of continuous improvement in relation to autism best practice and accreditation?

If you would like to have chat about the role or visit us prior to applying, please contact a member of the HR team at [hadmin@sharecommunity.org.uk](mailto:hadmin@sharecommunity.org.uk).

We focus on ability and believe people work best when they feel valued, safe and happy. We do all that we can to make sure that Share is friendly and welcoming to everyone. All CVs and applications are sanitised to ensure unbiased recruitment.

**This job is subject to two satisfactory references, evidence of qualifications, an enhanced DBS check and providing evidence of the right to work in the UK. If you are disabled and would like to discuss other ways of submitting your application, please contact us on 020 7924 2949.**

Our privacy policy for job applicants can be found on our website.

We look forward to receiving your application.

