



Head of Student Wellbeing and Impact

Hours:	Full-time
Days:	Monday - Friday, with occasional evening work attending board meetings
Contract:	Permanent
Salary:	£40,500-£44,500 p.a., depending on skills and experience, plus 5% pension contribution
Annual Leave:	25 days per year (increasing by one day per year until you reach a maximum of 30)
Location:	Across our sites at 64 Altenburg Gardens, London, SW11 1JL; the Share Garden at Springfield University Hospital, 61 Glenburnie Road, London, SW17 1DJ; and, 336 Brixton Road, SW9 7AA.
Reporting to:	Chief Finance and Operating Officer

About us

At Share, we're passionate about supporting disabled adults to set their own goals for learning and life, and then helping them to fulfil their ambitions. The majority of our students are people with learning disabilities and/or autism, but we also work with adults with mental health concerns and physical disabilities. We offer a range of training, employment, personal development, and leisure opportunities. Our focus is on social and economic inclusion of disabled people in the community through supporting them to be more independent, have better health and wellbeing, and move towards employment.

The role

The Head of Student Wellbeing and Impact is part of Share's senior leadership team, and is responsible for leading on safeguarding and ensuring our services are person-centred and make a positive difference to our students' lives. You will line manage our Wellbeing Manager and our Enrolment and Wellbeing Officer, thereby overseeing each student's journey through Share – from initial enquiry and assessment of needs, to placement, to transitioning out of Share – always ensuring that students' individual and collective voices are heard.

Through heading up our Wellbeing team and working closely with our Training Dept, you will be responsible for reporting on the quality and impact of our programmes both internally – to understand the social impact of our programmes and contribute to their development – and to funders. You'll increase efficiency and organisation in our internal systems and processes, helping your colleagues work more effectively and, in turn, deliver better services to our students and their families and carers.

You will take overall responsibility for our students' pastoral support, communication needs and safeguarding, working with social services and other external partners to advocate for our students. You will also work with our board of trustees to ensure they have the best possible understanding of issues affecting the people we work with and the quality of the services we deliver.

Who we are looking for

We are looking for someone who is both empathetic and analytical, who understands the current social services environment with regard to supporting adults with disabilities, and the challenges faced by so many in being able to live their lives as they choose.

You'll be an exceptional team player. You'll support colleagues and students who can be faced with emotionally challenging scenarios, and you'll work with your fellow senior leaders and trustees to drive the successful delivery of Share's new strategy from 2023 onwards. You'll also be able to effectively represent Share and our students to external partners, in particular local authorities and other funding bodies.

You'll be able to develop tools that effectively monitor and evaluate the impact of a wide range of programmes – from digital and cookery skills, to our *Go Anywhere, Do Anything* project which gives our students opportunities to try new experiences and visit new places in London and beyond. And be able to communicate that impact to different audiences – your colleagues, and our students, trustees, funders and supporters.

You'll be able to see the big picture in terms of our strategy, resourcing and finances, but you'll never lose sight of the needs of the individuals you work with every day and the operational needs that go alongside this. You don't need to have worked in a charity before, but you'll have a commitment to the inclusion of disabled people in all aspects of life.

Main Responsibilities

- To work with the Wellbeing and Training teams to ensure Share is designing and developing person-centred services, establishing and regularly reviewing student needs and supporting students in developing their individual learning plan and reaching their goals;
- To build relationships and attend network meetings with Social Services departments, health agencies and disability providers across South West London, to encourage referrals to Share, ensure our students' rights are upheld, and understand where Share is situated in the wider learning disability and autism environment;
- To manage and develop the Wellbeing Manager, and Enrolment and Wellbeing Officer;
- To be the designated safeguarding lead for Share, taking lead responsibility for safeguarding by following the principles of the Care Act 2014; acting as a source of support, advice and expertise for all staff; reporting to local authorities and ensuring rigorous reporting processes are adhered to internally; respecting confidentiality; adapting service delivery to mitigate risk; and attending Safeguarding Adults Meetings;
- To monitor, evaluate and report on the impact of Share's programmes and funded projects using tools such as the Outcome Star and other measures which you will develop;
- To use the impact information to guide service design and development in line with student needs and wishes, and identify opportunities of partnering with external organisations to design and develop programmes;
- To champion the student voice and ensure it's the centre of service development and delivery;
- To provide relevant and impactful data and insight to the CEO, Marketing and Communications Manager and Share's fundraiser to contribute to Share's Annual Impact Report, funding applications and quality marks;
- To identify areas for internal systems and process improvement, and share good practice by contributing to operational handbooks, materials, templates and staff development / training;
- To attend Share board meetings and report on safeguarding to the HR and Safety subcommittee and Share's performance and impact to the Quality and Impact committee;
- To work as a collaborative member of the Senior Leadership Team, responsible for driving an inclusive, respectful culture of excellence and aspiration at Share and delivering our new strategy;
- To attend and take part in Share staff meetings, organisational events and external events as required.

Person Specification

Essential Experience

1. Working with disabled people, including those with learning disabilities and autism, ideally in an educational or social care setting;
2. At least three years' experience as a designated safeguarding lead for an organisation / department of a similar size;
3. Encouraging innovative approaches and championing student voices in service design and development to meet diverse needs and ambitions;
4. Advanced analytical skills, including the development of data capture and quantitative and qualitative analysis;
5. Experience of putting quality assurance, learning and innovation at the heart of programme and service development;
6. Empowering service users and putting them at the heart of delivery;
7. Liaising with a range of individuals, agencies and partner to develop services and safeguard vulnerable people;
8. Line management and development of staff.

Desirable Experience

1. Reporting to a board / non-executives;
2. Experience of working across different teams / sites.

Skills and knowledge

1. Up to date understanding of social policy relating to disabled people;
2. Knowledge of social model of disability and best practice working with adults with learning disabilities, Autism and mental health concerns;
3. An understanding of what helps and what hinders disabled people seeking to improve their wellbeing, move into independent living and gain employment;
4. An understanding of the functions and structure of relevant health and social services departments;
5. Proficiency at collecting, inputting, managing, analysing and reporting on impact data;
6. Ability to communicate monitoring and evaluation data clearly and concisely to non-expert audiences;
7. Excellent administration, organisational and time management skills;
8. Strong ICT skills and full competence in use of the Microsoft Office suite (in particular Outlook and Word), iPads, mobile technology and databases.

Personal Qualities

1. A strong commitment to the inclusion of disabled people from a wide range of ethnic and cultural backgrounds in all aspects of life;
2. A strong team-player and natural leader who enjoys working alongside others to achieve goals;
3. Ability to be flexible and support colleagues in other areas of the organisation when necessary;
4. Great listening and facilitation skills, with exceptional levels of warmth and empathy;
5. The ability to help people with diverse needs to identify their own solutions;
6. Great organisational skills, resilience and the ability to juggle a varied and complex workload;
7. The ability to empower and inspire others – both students and colleagues.

How to apply

We positively welcome applications from all parts of the community and from people with diverse cultural backgrounds and lived experience. To apply for this role, please send us your CV and a personal statement addressing the three questions below:

1. Successful outcomes for our students can vary widely depending on their needs and personal circumstances. How would you demonstrate the positive impact Share makes across such a diverse group of people?
2. How would you ensure best practice of safeguarding students?
3. What process would you go through to develop a monitoring and evaluation framework for a project aimed at giving people greater opportunities to have their voices heard and make choices?

Please also complete and send us the equal opportunities form and send us the three documents to hadmin@sharecommunity.org.uk.

If you would like to have chat about the role or visit us prior to applying, please contact Michele Noakes on michelen@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.

This job is subject to two satisfactory references, evidence of qualifications, an enhanced DBS check and providing evidence of right to work in the UK. If you have a disability and would like to discuss other ways of submitting your application, michelen@sharecommunity.org.uk.

Our privacy policy for job applicants can be found here: <https://www.sharecommunity.org.uk/privacy-policy-job-applicants>

We look forward to receiving your application.

