



Community Services Facilitator

Hours:	14 hours per week. You'll receive a 30 min - 1hour unpaid lunch break.
Days:	Must be available to deliver sessions 10-4 on two days Mon-Fri, with occasional weekend and evening work
Contract:	Permanent
Salary:	£27,824 p.a. pro rata (actual salary: £11,129) plus 5% pension contribution
Annual Leave:	25 days per year (increasing by one day per year until you reach a maximum of 30)
Location:	64 Altenburg Gardens, London, SW11 1JL, and 336 Brixton Road, SW9 7AA, however you'll often be based out of the office in the local community.
Line Manager:	Satellite and Community Services Manager

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. The majority of our students are people with learning disabilities and/or autism. 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

You'll be responsible for facilitating some of our community activities at our Clapham and Brixton sites. You will facilitate group activities for adults, most of whom have learning disabilities. Some are also autistic, have mental ill-health and physical and sensory health challenges. You will support students to safely take part in trips and follow Share's safety procedures at all times. Our community sessions are to prepare students with the skills to access their community safely and independently. They mean students can explore a range of different activities, which broaden their knowledge and ensure they are socially, and economically included in society. You will help people to become more confident about accessing their community independently, learning where they can go in the community to access a range of social, learning, and employment opportunities. They will take place within the community as well as at our training centre, and will make optimal use of digital technology.

Who we are looking for

Our ideal candidate will have experience of working within the local community, delivering outdoor activities, and working directly with service users and volunteers. You'll take a collaborative and empowering approach, working with students, partners and volunteers to plan and deliver person centred community services. It would be ideal if you have experience in health and social care or with adults with learning disabilities and autism. You'll have a good understanding of the challenges faced by adults with learning disabilities and a strong commitment to the inclusion of disabled people in all aspects of life. You'll need to be an energetic person who approaches projects and challenges in a creative and flexible way. You'll be a team player and take your own initiative to solving problems.

Main Responsibilities

- To deliver a programme of community based activities offering spaces outside of Share, ensuring sessions are creative, challenging and engaging and support student's learning goals.

- To develop positive rapport with the diverse students on our community projects. This will include using aids to communication, including Makaton and using digital apps.
- To develop awareness of sensory preferences and other needs to promote a positive learning environment for individual students on the autistic spectrum.
- Work with our local community networks to provide opportunities for student learning.
- Work as part of a team to increase access to our community services for students.
- Ensure the safety of students whilst on trips by following Share's safety procedures and best practice.
- Support the recruitment and retention of regular volunteers that support your groups, by following best practice as guided by the Volunteer Coordinator.
- To support in assessing students' learning and community needs and contribute to designing each student's individual development plan and Student Star record, taking part in regularly reviewing them.
- To maintain a record of daily activities using various digital media such as photos and videos, and communicate progress at agreed intervals to support network, including reviewing and recording the students' progress on a monthly basis, and maintaining computerised student records.
- To work as a collaborative member of the wider Share team.
- To work at all times within a framework of equality of opportunity and in a way that values each student.
- To undertake any training that may be required in order to fulfil the role as effectively as possible including courses to update knowledge in best practice in autism, Safeguarding of Vulnerable Adults, Makaton and Basic Food Hygiene.
- To attend and take part in Share staff meetings, supervisions, organisational events and external events as required.
- To undertake any other tasks as may reasonably be required.

Person Specification

Essential experience

1. Experience of facilitating community-based projects and/or outdoor activities.
2. Experience of working with disabled people from diverse communities, including those with learning disabilities and autism, in an empowering way.
3. Experience of having a busy and varied workload and achieving goals in given deadlines.
4. Experience of liaising with a range of individuals, support networks and agencies on behalf of clients.

Essential skills and knowledge

1. Excellent administration, organisational and time management skills.
2. Strong ICT skills and full competence in use of the Microsoft Office suite (in particular Outlook and Word), iPads, mobile technology and databases.
3. Good literacy and numeracy skills, with the ability to produce clear, well-presented, concise reports and session plans.
4. Knowledge about best practice in autism and supporting adults with learning disabilities.
5. Great listening, communication and facilitation skills, including the ability to communicate with those who are non-verbal.

Essential personal qualities

1. An understanding of what helps disabled people to become fully socially included, and a deep sense of justice and commitment to equality for all and belief that everyone has something to offer others.

2. A strong team-player who enjoys working with others and can build good working relationships with staff, volunteers, families/carers and members.
3. Personal flexibility and the ability to work in a way that is adaptable, reliable and focused on the needs of each individual.
4. The ability to solve problems creatively, explore options and manage tricky situations.

Desirable

1. Current First Aid certificate
2. Proficiency in Makaton
3. Knowledge of the local area

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. What are the top three qualities that would make you an excellent Facilitator at Share?
2. What is your understanding of challenging behaviour?
3. How would you develop and foster positive community relationships with a wide range of stakeholders creating a variety of opportunities for Share students?

Please also complete and send us an 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 a member of the HR team at hadmin@sharecommunity.org.uk or on 0207 801 9829.

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 here: <https://www.sharecommunity.org.uk/privacy-policy-job-applicants>

We look forward to receiving your application.

