



Community Services Facilitator

Hours:	35 hours per week. You'll receive a 30 min - 1 hour unpaid lunch break.
Days:	Monday – Friday, with occasional weekend and evening work
Contract:	Permanent
Salary:	£25,750 – 26,750 (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:	Your base is We Are 336, 336 Brixton Road, London SW9 7AA, however you'll often be based out of the office in the local community.
Closing date:	Friday 4 th June 2021
Interview date:	Tuesday 22 nd June 2021
Line Manager:	Volunteer and Community Services Manager

The role

You'll be responsible for organising and facilitating some of our social inclusion and outdoor community activities at Share. You will facilitate both 121 and group activities for adults, most of whom have learning disabilities. Some are also autistic, have mental ill-health and physical and sensory health challenges. Your activities will support our clients to gain independence, increase people's wellbeing and access to employment. You will work closely with the team at Share to provide opportunities for people with learning disabilities in the community and ensure our clients are socially, and economically included in society.

You will work as part of a community services team, taking a lead on building community engagement and facilitating outdoor activities that will broaden our clients access to their community. You will work closely with our clients, volunteers and community stakeholders to facilitate a space which will support people to feel less isolated, make positive choices, build healthy relationships, increase social connections, work towards goals, and become healthier and more independent. This post requires a very flexible and proactive approach to work, and will include working during the weekends and evenings.

Who we are looking for

Our ideal candidate will have experience of working within the local community, delivering outdoor activities, building community partnerships, and working directly with service users and volunteers. You'll take a collaborative and empowering approach, working with clients, 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 be an energetic people 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.

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.

Main Responsibilities

- Plan, organise and facilitate our Go Anywhere, Do Anything trips, taking a lead on launching our new GADA offers, including 'I choose my friends' and GADA hangouts
- Work to expand our local community networks by identifying and developing partnerships and opportunities with businesses and like-minded organisation
- Plan and facilitate group outdoor activities in the community which offer spaces outside of Share for students to take part in learning, volunteering and/or work.
- Ensure activities support our students to achieve their goals and progression, working to develop individual and group community plans which you will then use to facilitate engaging, creative, and challenging content.
- Work as part of a team to increase access to our community services for hard to reach students
- Support and advocate for as many members as possible to take part in GADA, by building strong relationships with parents and carers
- Develop positive rapport with our diverse students, this will include using aids to communication, including Makaton and using digital apps.
- Carry out risk assessments where required
- Develop good working relationships with volunteers, coordinating activities and offering support
- Monitor and record project and student activities using various digital media such as photos and videos, and communicate progress at agreed intervals to support networks
- Produce case studies to demonstrate the impact of our work
- Work in a way that celebrates diversity and values each student and their choices
- 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

All of the following are essential to the role. Please use the Supporting Statement on the application form to tell us how you meet this specification, giving examples.

Essential experience

1. Experience of facilitating community based projects and/or outdoor activities.
2. Experience of identifying, building and maintaining positive community partnerships and working with a range of stakeholders to deliver activities in collaboration.
3. Experience of working with disabled people from diverse communities, including those with learning disabilities and autism, in an empowering way.
4. Experience of planning project activities and achieving targets, with a good attention to detail
5. Experience of having a busy and varied workload and achieving goals in given deadlines.
6. Experience of liaising with a range of individuals, support networks and agencies on behalf of clients.
7. Experience coordinating and supporting volunteers.

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), Zoom, mobile technology.
3. Good literacy and numeracy skills, with the ability to produce clear, well-presented, concise reports and project and activity plans.
4. 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:

Please complete our application form and equal opportunities form and return both by **10am on Friday 4th June 2021** to hradmin@sharecommunity.org.uk. Interviews will take place on **Tuesday 22nd June 2021**. If you would like to have chat about the role before applying, please contact Peri MacRae (Volunteer and Community Services Manager) on 0207 801 9814 / 07859744818. 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.

We welcome and encourage applications from people of all backgrounds. We're committed to recruiting a diverse workforce as we think it's important that we fully represent the people we serve. We therefore wish to attract more applications from groups currently under-represented on our staff team, particularly those from Black, Asian and Ethnic Minority backgrounds.

Please read our privacy policy for job applicants to find out how we store data as part of our recruitment process. 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, please contact us.

We are very much looking forward to receiving your application.



**INVESTORS
IN PEOPLE**

