



## Community and Project Support Worker

Hours:	Either Part time or Full time
Days:	- Part time post: Between 12 and 30 hours per week depending on candidate availability, and the needs of our projects. Hours would be within Monday to Friday, 9am to 4pm. Occasional evening or weekend work is required. - Full time post: 30 hours per week post: Monday to Friday, 9am to 4pm. Occasional evening or weekend work is required All including 1 hour unpaid lunch break
Contract:	Permanent
Salary:	£19,747 pro-rata, plus 5% pension contribution
Annual Leave:	25 days per year pro-rata (increasing by one day per year until you reach a maximum of 30)
Location:	You'll be based across our sites - <b>Share HQ</b> , 64 Altenburg Gardens, London, SW11 1JL, the <b>Share Garden</b> , Gillian Webb Memorial Grounds, Springfield University Hospital, 61 Glenburnie Rd, London SW17 7DJ and <b>Brixton 336</b> , 336 Brixton Road, London, SW9 7AA (Clapham Junction, Tooting and Brixton) and out and about in the community
Closing date:	7 <sup>th</sup> February 2022

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### The role

This is a multi-faceted role supporting adults with learning disabilities and/or autism. You'll work as part of a small team to support the delivery of sessions, at our training centres and out in the community, and provide one-to-one support to our students. You'll help them achieve their goals and ensure sessions are fully inclusive and enjoyed by everyone. You'll help people develop skills, better manage new or challenging social situations, and live healthier and more fulfilled lives. You'll be inclusive and person-centred in your approach at all times. You will also provide some basic administrative support.

### Who we are looking for

Our ideal candidate will have experience of working or volunteering in a social care, health or support worker role, supporting adults with learning disabilities and autism. You'll have a strong commitment to the inclusion of disabled people in all aspects of life. You'll be an energetic people-person who enjoys being out and about and taking part in different activities (this could be anything from sport to walking in nature). You'll be flexible, able to follow instructions whilst using your initiative to problem solve and think on your feet. You'll be a patient, supportive and empowering person who pays close attention to student wellbeing.

## About us

At Share, we're passionate about supporting disabled people to set their own goals for learning and life, and helping them to achieve their aspirations. Most of our students are people with learning disabilities and/or autism. We offer them training, employment, personal development, and leisure opportunities. We help disabled people to be more independent, have better health and wellbeing, move towards employment, and enjoy the same access to leisure opportunities as everyone else.

We are accredited by the National Autistic Society, and this year we achieved Investors in People – Gold. We celebrate diversity and we value kindness and care for others alongside working to very high professional standards.

## Job Description

You will:

- Work flexibly to support our students to access community activities and projects, occasionally supporting our other projects at Share
- Provide one-to-one support for students who have more complex needs
- Occasionally step in to deliver sessions in the absence of the facilitator
- Work with the team to ensure that each student's individual goals around independence and wellbeing are being achieved
- Support the running of activities to ensure they run smoothly, that students enjoy their day and stay safe
- Carry out activities in line with Share's risk assessments and highlight any concerns to your line manager
- Promote effective communication and relationships amongst students and to be aware of communication and personality differences
- Support the Wellbeing team by providing pastoral support to students as and when required
- Provide administrative support such as preparing for activities, data inputting and evidence gathering for portfolios
- Monitor and record project and student activities using various digital media such as photos and videos, and communicate progress at agreed intervals to our students' 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
- Maintain student confidentiality throughout and adhere to Share's policies on data protection
- Undertake any training that may be required in order to fulfil the role as effectively as possible
- Attend and take part in Share staff meetings, supervisions, and other events as required.

- Undertake any other tasks that 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. Paid or unpaid experience of working within social care and providing services directly to adults with learning disabilities and autism.
2. Experience and enjoyment of working in busy and varied people-facing role, preferably in the community
3. Excellent verbal and written communication skills
4. Good ICT skills and competence in the use of Microsoft Office, databases and mobile technology
5. Great listening skills, with high levels of warmth, empathy and resilience
6. Able to inspire trust and confidence, behaving with integrity and honesty at all times
7. An understanding of what helps disabled people to become fully socially included, a deep sense of justice and commitment to equality for all, and belief that everyone has something to offer others
8. A strong team-player who enjoys working with others and can build good working relationships with staff, volunteers, families/carers and members
9. Personal flexibility and the ability to work in a way that is adaptable, reliable and focused on the needs of each individual
10. Able to solve problems creatively, explore options and manage demanding or tricky situations

### Desirable

1. Able to use Makaton
2. First Aid certificate

## How to apply

We positively welcome applications from all parts of the community and from people with diverse cultural backgrounds and lived experience.

Please complete our application form and equal opportunities form which can be downloaded here <https://www.sharecommunity.org.uk/jobs/community-and-project-support-worker-3/>. Please return both by **07/02/2022** to [hradmin@sharecommunity.org.uk](mailto:hradmin@sharecommunity.org.uk).

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 / 07859 744818.

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 are disabled and would like to discuss other ways of submitting your application, please call Valentino on 0207 801 9829.**

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

