



Digital Life Skills Facilitator

Hours/days:	18 hours per week (over 3 days), with occasional weekend and evening work
Contract:	Permanent
Salary:	£25,750 – £26,750 p.a. pro-rata, 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 potentially 336 Brixton Road, SW9 7AA
Closing date:	3 rd September 2021
Reporting to:	Independent Living and Wellbeing Team Leader

About us

At Share, we're passionate about supporting disabled people to set their own goals for learning and life, and then helping them 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 the social and economic inclusion of disabled people in the community supporting them to be more independent, have better health and wellbeing, and move towards employment.

The role

You will facilitate our Digital Life Skills sessions three days a week, to groups of adults, most of whom have learning disabilities. Some are also autistic, have mental ill-health and physical and sensory health challenges. Our sessions enable people to use digital tools to support communication, recreation and access to information. You will help people become more confident using technology, learning which apps and devices can support them to live independently. The sessions will make optimal use of digital assistive technology and augmentative and alternative communication systems.

Who we are looking for

Our ideal candidate will have experience of working in a social care, health or support worker role, supporting adults with learning disabilities and autism. You'll have a good understanding of the challenges they face and how technology can be used to overcome these obstacles. You'll have a strong commitment to the inclusion of disabled people in all aspects of life. You'll need to be an energetic people-person who likes to keep busy, leads by example, and is able use initiative to problem solve and think quickly. You must have experience of using mobile devices and technologies to support delivery and assessment of learners' skills.

Main responsibilities

- To plan and deliver a programme of digital activities to support the students' learning goals, ensuring sessions are creative, challenging and engaging, and take place both inside and outside Share's training centre.

- To use iPads, laptops, phones, and students' own devices to teach a range of topics to support learners' independent use of technology, enabling them to develop safe, confident, practical and work based skills.
- To develop positive rapport with the diverse students currently on our Digital Life Skills programme. This will include using aids to communication, including Makaton and digital apps.
- To develop awareness of sensory preferences and other needs to promote a positive learning environment for individual students on the autistic spectrum.
- To support in assessing students' learning and digital support 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 photos and videos, and communicate students' progress at agreed intervals to their support networks. This includes reviewing and recording the students' progress on a monthly basis, and maintaining computerised student records.
- To develop and source digital devices, assistive technologies and apps suitable for delivery of the Digital Life Skills programme.
- To support the recruitment and retention of regular volunteers who support the sessions, by following best practice as guided by the HR Manager.
- To manage and develop each student's portfolio of evidence which they'll receive at our annual awards day.
- To work as a collaborative member of the Wellbeing and Independent Living 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, the safeguarding of vulnerable adults, and Makaton.
- To attend and take part in Share staff meetings, supervisions, and events as required.
- To undertake any other tasks as may reasonably be required.

Person specification

Essential experience

1. Experience of working within a social care environment and providing services directly to adults with learning disabilities and autism.
2. Experience of supporting disabled people to live independent, autonomous and happy lives.
3. Experience of facilitating interactive sessions that enable people to acquire new skills, both social and practical, to foster a better understanding of their health and wellbeing.
4. Experience of having a busy and varied workload and meeting deadlines.

Essential skills and knowledge

1. Excellent digital skills, including the use of a range of digital devices, technologies and apps in training delivery.
2. Competent using online resources including social media, travel and banking apps.
3. Excellent administration, organisational and time management skills.
4. Strong ICT skills and fully competent using Microsoft Office (in particular Outlook and Word), iPads, mobile technology and databases.
5. Able to learn and implement new technology and concepts quickly, using your passion to inspire others
6. Good literacy and numeracy skills, with the ability to produce clear, well-presented, concise reports and session plans.
7. Knowledge about best practice in autism and supporting adults with learning disabilities.

Essential 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, including employment.
2. A strong team-player and natural leader who enjoys working alongside others to achieve goals.
3. Personal flexibility and the ability to work in a way that is adaptable and focussed on the needs of each individual student.
4. The ability to solve problems creatively, explore options and manage stressful situations.

How to apply:

Please complete our application form and equal opportunities form which can be downloaded here <https://www.sharecommunity.org.uk/jobs/digital-life-skills-facilitator>. Please return both by **Friday 3rd September 2021 at 4pm** to hradmin@sharecommunity.org.uk.

If you would like to have chat about the role or visit us prior to applying, please contact Valentino Ferro on valentinof@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.

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 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>

We look forward to receiving your application.

