



## Steps into Employment Facilitator

Hours:	14 hours per week (over 2 days)
Days:	Wednesday and Thursday, with occasional weekend and evening work
Contract:	Permanent
Salary:	£30,106 p.a. pro-rata (actual salary: £12,042) 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
Reporting to:	Independent Living Skills 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. We focus 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 Steps into Employment sessions two 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. The Steps sessions are to prepare people for paid and unpaid work opportunities. You will support individuals to understand how technology can help them achieve their employment goals, as well as helping them to develop their confidence, self-esteem, work ethic, and functional skills. You will also refer participants who are work-ready to our Job Coach or our partners Choice Support, who provide further employment guidance and support for those seeking paid employment.

### Who we are looking for

Our ideal candidate will have experience of working within a social care, training or support worker role, 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 have a good awareness of the different types of support disabled people may need, as well as excellent communication skills and the ability to build and sustain rapport with a wide range of people. You'll take a person-centred approach to supporting people and will be someone who inspires trust and confidence in others. You'll need to be an energetic person who likes to keep busy, leads by example, and is able to use initiative to problem solve and think quickly.

### Main Responsibilities

- To plan and deliver our Steps into Employment course for two days per week for up to 12 participants each session.
- To think creatively when organising course content that includes interactive workshops and events, grooming sessions, CV writing skills, and more, using appropriate technology to further independence, confidence, and wellbeing.
- To facilitate practical volunteering and work experience sessions with external organisations.

- To work with each participant to understand their individual preferences, strengths, and support needs, and develop an action plan and CV.
- To develop positive rapport with the diverse students on our Steps into Employment 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 students on the autistic spectrum.
- To maintain a record of daily activities using various digital media such as photos and videos, and communicate progress at agreed intervals to students' support networks, including reviewing and recording students' progress on a monthly basis, and maintaining computerised student records.
- 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 and Makaton.
- 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 working within a social care or training 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 social and practical skills to increase their employability.
4. Experience of having a busy and varied workload and achieving given deadlines.

### **Essential Skills and knowledge**

1. Excellent training skills, with a focus on person-centred practice and a strong track record of helping people to develop confidence, self-esteem, and a positive way of interacting with the world.
2. Good awareness of the kinds of support disabled people may need to succeed in employment, and how to meet identified needs.
3. Excellent administration, organisational and time management skills.
4. Strong ICT skills and full competence in the use of the Microsoft Office suite (in particular Outlook and Word), iPads, mobile technology and databases.
5. The ability to learn and implement new technology and concepts quickly, and to use 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 focused on the needs of each individual student.
4. The ability to solve problems creatively, explore options and manage stressful situations.

## How to apply:

We actively encourage applications from people from minoritised ethnic communities and with lived experience of a learning disability and/or autism. This is because we believe our staff should reflect the diversity of our student body wherever possible in order to provide the best possible service.

Please send us your CV and a cover letter. In your letter, please tell us:

1. What are your top three qualities that make you an excellent SEN Tutor?
2. What is your understanding of challenging behaviour?
3. How would you develop the Steps into Employment programme at Share?

Please also complete our equal opportunities form, which you can download from the job advertisement page on our website. Please send us the three documents to [hadmin@sharecommunity.org.uk](mailto: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](mailto:hadmin@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. All CVs and applications are sanitised to ensure unbiased recruitment, and if you make it to interview stage, some questions will be sent in advance. All disabled applicants who meet the minimum criteria will be offered an interview.

**This job is subject to two satisfactory references, 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.

