



Wellbeing Manager

Salary:	£32,835 to £34,148 p.a. plus 5% pension contribution
Hours:	35 hours per week, Monday – Friday
Contract:	Permanent
Annual Leave:	25 days per year (increasing by one day per year until you reach a maximum of 30)
Location:	Based at Share HQ, 64 Altenburg Gardens, London, SW11 1JL, with regular working at Share Garden, Gillian Webb Memorial Grounds, Springfield University Hospital, 61 Glenburnie Rd, London SW17 7DJ and Brixton 336, 336 Brixton Road, London, SW9 7AA
Reporting to:	Head of Wellbeing and Impact
Line management:	Wellbeing Officers, Lunchtime Activities Leaders

The role

The Wellbeing Manager manages each student's journey through Share, from induction to Share as a new student, assessment of needs and goal identification, through to moving on, ensuring students' individual and collective voices are heard. You will be an influential member of the management team and take strategic responsibility to ensure student wellbeing is at the forefront of the services we offer across Share.

You'll oversee and work alongside a team to deliver pastoral and safeguarding support to our students, and provide guidance to staff and volunteers on students' wellbeing, behavioural and communication needs. You will liaise regularly with social services and students' circles of support, advocating for students where needed.

A key part of the role is to manage the monitoring of each person's development and Share's overall impact using the Outcome Star, a tool to support and measure individual change over time. This includes reporting back on what is working well and what we could do differently.

We maintain autism accreditation through the National Autistic Society; and the Wellbeing Manager is responsible for overseeing and maintaining best practice in line with the standards and managing our journey towards achieving advanced status.

About us

Share is a registered charity, passionate about supporting disabled people to set their own goals for learning and life, and then helping them to achieve them. We offer a range of training, employment, personal development, and leisure opportunities. Everything we do is to help people be more independent and self-directed, make informed choices, be healthier and more resilient, and fully included in society.

Our programmes reflect modern needs and focus on digital skills, health and wellbeing, and developing robust pathways into independent living and employment. Many of our training programmes lead to nationally recognised qualifications.

Main Responsibilities

1. To manage the Wellbeing Team, ensuring Share is providing person centered support, supporting adults in a positive behaviour framework and promoting Share values in our work, to ensure adults with disabilities are able to lead happy and fulfilled lives.
2. To manage projects within the students' journey at Share, including advocacy groups, family liaison support, free time and lunchtime activities and short-term funded projects, ensuring the front line workers delivering these services are meeting key objectives.
3. To work with the Wellbeing Officers to manage daily interactions with students, and share knowledge to the wider staff team on managing behaviour that challenges and person-centred strategies to support students' independence, self-regulation, wellbeing and communication strategies.
4. To lead the monthly Student Development Meeting and advise staff on students' individual goals, needs, communication strategies, and anything else that will help them get the best learning experience.
5. To ensure that Share has up to date information on the range of activities available and also on other agencies so we can refer people appropriately.
6. To represent Share in network meetings and at in-house and external events, ensuring that good working links are developed and maintained with social workers, advocates and others who work with disabled people.
7. To manage the Student Star (an Outcome Star), which supports and measures change in our students' lives. This entails producing high quality data to support each person's development and to evidence Share's overall performance to external stakeholders, ensuring this remains integral to our assessment, planning, monitoring and evaluation of student progress.
8. To build upon and embed the learning of our current accreditation with the National Autistic Society throughout our organisation.
9. To line manage the Wellbeing Officers, ensuring wellbeing support is delivered to a high standard across all sites and that free times at Share are a positive and fun experience for students.
10. To work within a coaching framework to establish students' needs, regularly review them, and support each student in developing their journey through Share and reaching their goals.
11. To liaise with families, advocates and others when it is in the best interest of the student and to attend and facilitate student reviews and advise on their progress, as well as supporting the individual to express their views and future plans.
12. To work with Head of Wellbeing and Impact and other senior managers to strategically develop person-centred services at Share.
13. To maintain clear client records on a database system ensuring all records are GDPR compliant.
14. To attend internal and external meetings and events as required.
15. To work at all times in a way that values diversity and focuses on ability
16. To work as a member of a supportive team and to undertake any other tasks as may be reasonably required.

Person Specification

Experience, skills and knowledge

1. Previous experience of working within a social care environment and providing services that empower disabled people, including those with learning disabilities and autism. In particular, experience of mental health and autism support is preferred.
2. Experience of assessing people's needs within a person-centred framework and working in a way that promotes self-advocacy, supporting people to make their own choices and identify their own solutions.
3. Good knowledge of safeguarding and an understanding of the social care system with regards to disabled people.
4. Great listening, communication and facilitation skills for both one-to-one and group engagement, including the ability to communicate with those who are non-verbal, using tools such as Makaton.
5. Experience and enjoyment of managing people, resources, and projects.
6. Excellent problem solving skills with a creative and exploratory approach.
7. The skills and knowledge to provide practical support and guidance for people with additional and sometimes complex needs, drawing on modern thinking around best practice in working with autistic people, and an understanding of different models used to support people with learning disabilities.
8. The ability to build rapport with stakeholders of different abilities and liaise with a range of individuals and agencies on behalf of service users.
9. Excellent team working skills and a commitment to creative partnership.
10. The ability to work under pressure, have the ability to plan ahead, achieve given deadlines, and have an eye for detail
11. A high level of digital proficiency, especially in data systems and in using assistive technology. Proficiency in Microsoft Outlook, Word and Excel are essential. Experience of using software that supports people with learning disabilities to communicate would be an advantage.
12. Good literacy, numeracy and analytical skills, and the ability to translate raw data into clear, well-presented, concise reports for internal and external audiences.
13. A passion for supporting disabled people to live independent, autonomous, happy lives, achieving their dreams and aspirations.
14. Knowledge of the Outcome Star is desirable.
15. The ability to work flexibly, with some out-of-hours work required

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 Cover Letter addressing the three questions below:

1. What are the top three qualities that make you an excellent Wellbeing Manager?
2. What skills do you have to support students with varying communication needs?
3. How would you maintain and keep to high standard Share's autism accreditation status?

Please also complete our equal opportunities form. Please 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.

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.

