



Wellbeing Officer

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| Salary: | £26,500 - £27,500 pro rata + 5% pension contribution (Actual: £15,900 - £16,500) |
| Hours: | 21 hours per week worked within the times of Monday – Friday, 9am to 5pm. |
| Contract: | Permanent |
| Location: | Share HQ, 64 Altenburg Gardens, London, SW11 1JL, Brixton 336, 336 Brixton Road, SW9 7AA and Share Garden, Gillian Webb Memorial Grounds, Springfield University Hospital, 61 Glenburnie Rd, London SW17 7DJ |
| Annual leave: | 25 days per year pro rata |
| Closing date: | 22/07/22 |
| Reporting to: | Wellbeing Team Leader |

The role

The Wellbeing Officer is responsible for building excellent rapport with Share students, their circle of support and colleagues to enable students to identify their goals and aspirations, and support others in their life to help them to achieve it. You'll support students within a positive behaviour framework and work with the Wellbeing Team Leader to develop support plans and resources for the student to be their best self. We have achieved our autism accreditation through the National Autistic Society and are currently working towards advanced status. You'll work closely with the Wellbeing Team Leader, who is responsible for Autism Accreditation, to maintain best practice in line with the standards, and support our journey towards achieving advanced status.

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. We offer a range of training, employment, personal development, and leisure opportunities. Enabling people to be more independent and self-directed, able to make informed choices, healthier and more resilient, and fully socially included is at the heart of our work. Our programmes reflect modern needs and focus on digital skills, health and wellbeing, and developing robust pathways into independent living and employment. Most of our training programmes lead to nationally recognised qualifications. We use the Outcomes Star to help people to set goals for learning and life, and to track their achievements. Our horticulture project offers opportunities to develop work skills; accredited vocational training; and therapeutic activities.

Main responsibilities

1. To work with the Wellbeing team and wider staff team to manage daily interactions with students. You'll manage behaviour that challenges and create strategies to support students' independence, self-regulation and wellbeing.
2. To advise staff on individual students' goals, needs, communication strategies, and anything else that will help the student to get the best learning experience by writing and updating student profile and risk assessment document and communicating effectively with the team.
3. To be responsible for student welfare and safeguarding at the various sites, reporting any

- safeguarding alerts or concerns to the Head of Outreach and Wellbeing
4. To maintain clear, accurate, up to date, and detailed records of student activities and development using the Civi CRM database.
 5. To ensure that the satellite sites at Share (Share Garden and Brixton) are appropriately resourced to meet the needs of all students, and that students are enabled to take part in the same range of wellbeing related activities as their peers based at the Altenburg site.
 6. To contribute to Share's journey towards excellence in Autism by identifying and putting in place best practice to support our autistic students to flourish.
 7. To attend student reviews and advise on individuals' progress, as well as supporting the individual to express their views and future plans.
 8. To work with the Family Liaison Officers to develop and maintain productive relationships with parents, carers and wider support networks so that students can develop to their highest capacity.
 9. To analyse and report on student data to management, commissioners and funders as required.
 10. To attend internal and external meetings and events as required.
 11. 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. Experience of working within a social care environment and providing services that directly empower and enable disabled people.
2. Experience of working in a way that promotes self-advocacy and supports people to make their own choices.
3. Good knowledge of safeguarding and an understanding of the social care system with regard to disabled people.
4. The ability to respond to and engage in one to one working with students when needed.
5. Excellent problem solving skills with a creative and exploratory approach.
6. The skills to provide practical support and guidance for students with additional and complex needs.
7. The ability to build rapport with people at different levels and with different abilities.
8. Excellent listening and facilitation skills, including the ability to communicate with those who are non – verbal, using tools such as Makaton.
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. The ability to work flexibly, with some out of hours work required.
12. 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, and you should have a facility for using digital technology as a daily tool.
13. Good literacy, numeracy and analytical skills, and the ability to produce clear, well-presented, concise reports for internal and external audiences from raw data.
14. A passion for supporting disabled people to live independent, autonomous, happy lives, achieving their dreams and aspirations.
15. Knowledge of intensive interaction techniques is desirable.

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 personal statement addressing the three questions below:

1. What are the top three qualities that make you an excellent Wellbeing Officer?
2. What skills do you have to support students with varying communication needs?
3. How would you contribute to Share's journey towards excellence in Autism?

Please also complete our equal opportunities form which can be downloaded at the bottom of this webpage: <https://www.sharecommunity.org.uk/jobs/wellbeing-officer>. Please send us the three documents by 22/07/22 at hadmin@sharecommunity.org.uk.

If you would like to have chat about the role or visit us prior to applying, please contact Michele Noakes on michelen@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 Michele 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.

