



Wellbeing Team Leader Job Description

Salary:	£27,750 - £28,712 + 5% pension
Hours:	35 hours per week, Monday – Friday, 9am to 5pm
Contract:	Permanent
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
Annual leave:	25 days per year
Closing date:	4 th August 2021
Reporting to:	Head of Wellbeing and Outreach
Other key people:	Wellbeing officer, lunchtime supervisors

The role

The Wellbeing Team Leader is responsible for building excellent rapport with Share students, their circle of support, and colleagues, enabling students to identify their aspirations and supporting others in their life to help them reach their goals.

A key part of the role is to monitor 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 team leader 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 work with the Head of Wellbeing and Outreach and the Wellbeing Officer to manage daily interactions with students; manage behaviour that challenges and create person-centred strategies to support students' independence, self-regulation, wellbeing and communication strategies.
2. 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.
3. To ensure that Share has up-to-date information on the range of activities available and also on other agencies, so we can refer and signpost people appropriately.
4. 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.
5. To coordinate Share's journey towards excellence in autism practice and to build upon and embed the learning of our current accreditation with the National Autistic Society throughout our organisation.
6. To attend student reviews and advise on their progress, as well as supporting the individual to express their views and future plans.
7. To work with 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.
8. To line manage the Wellbeing Officer and Lunchtime Activities staff, ensuring wellbeing support is delivered to a high standard across all sites and that lunchtimes at Share are a positive and fun experience for students.
9. To regularly analyse and report on student data to management, commissioners and funders as required.
10. To maintain clear client records on a database system ensuring all records are GDPR compliant.
11. To attend internal and external meetings and events as required.
12. To work at all times in a way that values diversity and focuses on ability
13. 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

Please complete our application form and equal opportunities form which can be downloaded here: <https://www.sharecommunity.org.uk/jobs/wellbeing-team-leader>. Please return both by **04/08/2021** to hadmin@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.

We welcome and encourage applications from people of all backgrounds. We're committed to recruiting a diverse workforce as we think it's important that we fully represent the people we serve. We therefore wish to attract more applications from groups currently under-represented on our staff team, particularly those from Black, Asian and Ethnic Minority backgrounds.

This job is subject to two satisfactory references, evidence of qualifications, an enhanced DBS check, providing evidence of right to work in the UK and of having received a CoVid-19 vaccine (or being medically exempt). 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.

