

## Foundation for Active Community Engagement

<b>Post Description</b>	<b>Assistant Support Worker (LDD)</b>
<b>Post hours:</b>	3hours p/w
<b>Employer</b>	Foundation for Active Community Engagement (FACE)
<b>Managed by</b>	Disability Development Worker
<b>Supervised by</b>	Leader in Charge Worker
<b>Pay scale</b>	£10.40-10.80ph, dependent on qualification
<b>Purpose of the job</b>	Leading a small team of paid and voluntary staff to support and encourage young people with learning or social disabilities participating in activities that will assist in their social education and improve the community in which they live.

### Main duties and responsibilities

1. To facilitate team planning and delivery of a balanced social education curriculum which meets the needs of young people with learning or social disabilities in the area, combining 'fun' leisure activities with 'informative' issue-based activities; *This will involve being fully involved in facilitating planning meetings and taking the initiative to research / design / deliver activities such as arts/crafts, sports, issue-based work for young people with additional needs.*
2. Under the general guidance of the Disability Development Worker to take an active role in the provision of a full and balanced social education programme which caters for different learning styles and abilities. This programme should fit within the FACE curriculum; *This will involve being aware of young people's needs and abilities and ensuring activities are accessible. This will include being aware of FACE's curriculum focus and expectations.*
3. To encourage support for the work of FACE by fostering good relationships with the local community, council, funders, host venue, parents/carers/support workers, neighbours, and other related agencies. To facilitate and promote young people's involvement in community events and fundraising for FACE; *This will involve participating in occasional trips and a minimum of 2 evening/weekend activities during the year; including FACE's Open Day, AGM, local community events, and other fundraising activities.*
4. To encourage and enable young people to participate in the programme provided, including in the planning and decision-making processes; *This will involve consulting with young people using different communication methods about what they enjoy and offering a range of accessible activities that excite and engage them.*
5. To build appropriate trusting relationships with young people to enable them to communicate openly about their hopes, ambitions, feelings, and concerns, in order to help them to reflect and improve their own lives. To ensure young people are listened to and respected and are referred on to other agencies as appropriate; *This will include providing un-biased information, advice and guidance to help young people make informed choices. This will include following FACE's Information Sharing, and Safeguarding procedures. This may include awareness of a variety of communication methods. This will include understanding referral processes, signposting, and accessing other agencies.*
6. To provide day-to-day supervision and guidance to assistant support workers and volunteers. To ensure the good Health & Safety of the premises and good Well-being of all staff and users is maintained; *This will include facilitating a team rota, ensuring staffing ratios and safe working conditions are upheld and liaising with the Disabilities Development Worker and Charity Director as appropriate to ensure staff are adequately and effectively supervised. This will include following Health & Safety First Aid, and Fire procedures, liaising with members and parents/ carers about*

*young people's health needs, liaising with your line manager on a regular basis and reporting any concerns or issues. This will also include being Lead First Aider and Fire Marshal for the session for which you are 'in charge'.*

7. To take positive steps to counter discrimination however and whenever it occurs; to observe equal opportunities legislation, and to operate within Safeguarding guidelines; *This will involve challenging behaviour and attitudes sensitively, ensuring that everyone follows FACE's rules and policies, as well as helping to form and develop future policies and procedures. This may also include whistle-blowing if colleague's practice is witnessed which goes against the policies and ethos of FACE.*
8. To participate in setting up, delivering, and clearing away activities, completing registers and reviews using FACE's online system. To participate in staff team (and individual) training, supervision, and development activities as required, in order to develop the work of FACE and the post holder's skills and abilities. *This will include being fully involved in all aspects of sessions, including setting up / clearing up, gathering resources as needed, evaluating and reflecting on the work, and completing supervision and training as required.*
9. To encourage and support young people to participate in accreditation opportunities, including in the planning and evaluation of awards. With the support of the Disability Development Worker, to ensure young people complete the requirements and therefore obtain their awards; *This will involve consulting with young people about what they want to do and offering a range of accessible accreditation activities that excite and engage them. This will include ensuring relevant paperwork is completed and filed / sent off appropriately in order for young people to gain awards.*

## **Person Specification**

**Qualifications:** No formal qualifications are essential.

If you already have above Level 3 qualification in Youth Work (or relevant field) you will be paid more. A willingness to learn and commitment to professional and personal development is essential. You must be willing to undertake at least one work-based training course each year, and become locally qualified within 5 years of appointment.

A First Aid qualification and Fire Safety certificate is essential – if you do not already hold these you must be willing to undertake. A Midas minibus assessment is desirable.

A range of experience with young people, specifically young people with additional needs, is essential.

**Skills:** You must be able to communicate easily with young people, as well as understanding of how to communicate effectively with their parents/carers.

Our members have learning, social, or physical disabilities and therefore experience in this field would be advantageous.

Your communication style must allow you to control both group and one-to-one situations with young people, whilst ensuring that your interaction with them enables them to learn across the social education curriculum and practise their social skills. You should be observant and able to easily adapt to changes around you.

Previous leadership of staff and volunteer teams is highly desirable.

Activity skills are highly desirable (sports, arts, music, media, cooking, etc).

Awareness of Health & Safety, Safeguarding, Data Protection, and Information Sharing are essential.

**Personality:** Young people can be unpredictable and demonstrate lively, challenging, or emotional behaviours so you should have an ability to work within this environment in a safe and calm manner. You should be able to work alongside others in a team, whilst also maintaining the professional boundary to be 'in charge'.

You must be self-motivated, honest and reliable.

You should be compassionate and patient, with a good sense of what is fair.

You should be aware of your own values and how these affect your judgements.

An ability to promote the learning of information and social skills through fun and 'safe' activities is essential, as is the ability to act as a 'listening ear' to the problems of some young people and offer unbiased advice so that they may make their own informed decisions. You should be encouraging and motivating to others, and a fair and trusted enabler of action. Your practice should inspire others.