

Foundation for Active Community Engagement (FACE)
Based at: St Andrews MYC, Elm Park, Filton, Bristol BS34 7PS

Post Description	Assistant Support Worker
Post hours:	2.5 hours p/w
Employer	Foundation for Active Community Engagement (FACE)
Managed by	Disabilities Development Worker
Purpose of the job	Working as part of a team to support and encourage young people aged 15-18 years participating in activities that will assist in their independence skills.

Main duties and responsibilities

1. To participate in team planning and delivery of a balanced social education curriculum which meets the needs of young people improving independence, combining 'fun' with 'informative'; *This will involve being fully involved in planning meetings and taking the initiative to research / design / deliver activities such as cooking, budgeting, computer skills, gardening, etc.*
2. Under the general guidance of the Disabilities Development Worker, to take an active role in the provision of a programme which caters for different learning styles and abilities; *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, church, parents, 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 weekend activities during the year; including Filton Festival, FACE's Open Day, AGM, Christmas Fayre, 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 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 talk 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 will include understanding referral processes, signposting, and accessing other agencies.*
6. To encourage and support young people to participate in accreditation opportunities, including in the planning and evaluation of awards. With the support of the Disabilities 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.*

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 review sheets. 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, evaluating and reflecting on the work, and completing supervision and training as required.*
9. To ensure the good Health & Safety of the premises and good Well-being of all staff and users is maintained; *This will include following Health & Safety procedures and reporting any concerns or issues to the Disabilities Development Worker.*

Person Specification

Qualifications: No formal qualifications are essential.

If you already have above Level 3 qualification in Youth Work or Teaching (or another 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 Midas minibus assessment is desirable.

Communication certificate; such as Makaton, BSL, or awareness of PECS is desirable.

A range of experience with young people is desirable.

Skills: You must be able to communicate easily with young people between the ages of 15 and 18 years.

Our young people have learning or social difficulties and therefore any 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.

Activity skills are highly desirable (cooking, arts, gardening, media, 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 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.