

Foundation for Active Community Engagement (FACE)

Post Description	Unqualified Assistant Support Worker / Qualified Support Worker
Employer	Foundation for Active Community Engagement (FACE)
Managed by	Development Worker
Salary scale	£8.34 - £9.83 per hour, dependent on qualification and regular working hours (<i>those working regular unsocial hours are paid on a higher scale</i>)
Purpose of the job	Working as part of a team to support and encourage people participating in activities that will assist in their social education and improve life skills.

Throughout this job description the words 'people' or 'members' are used to reflect those with whom you will be working. FACE works with a range of people of different ages and backgrounds. You may be working with children, young people, or adults, or those with learning and social disabilities, or a mixture of people depending on the role for which you are applying. Please ensure your application form relates to the post you are applying and gives examples of your experience with the relevant membership group.

Main duties and responsibilities

1. To participate in team planning and delivery of a balanced social education curriculum which meets the needs of members, combining 'fun' leisure activities with 'informative' issue-based activities. To be an active part of the staff team in designing and delivering activities which cater for different learning styles and abilities within the FACE curriculum; *This will involve being fully involved in planning meetings and taking the initiative to research / design / deliver activities, such as arts/crafts, sports, cooking, issue-based work, as relevant to the session. This will involve being aware of members' needs and abilities, FACE's curriculum focus and expectations and ensuring activities are widely accessible, adapting plans as needed.*
2. To encourage and enable members to participate in the programme provided, including in the planning and decision-making processes; *This will involve consulting with members about what they enjoy and want to learn more about, and offering a range of accessible activities that excite and engage them.*
3. To encourage support for the work of FACE by fostering good relationships with the local community, council, parents/carers, neighbours, funders, and other related agencies. To facilitate and promote members' involvement in community events and fundraising for FACE; *This will involve building good working relationships with other people / organisations, promoting local events, participating in occasional community events and other fundraising activities.*
4. To build appropriate trusting relationships with members 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 members 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 people make informed choices. This will include following FACE's Data Sharing, and Safeguarding procedures. This will include understanding referral processes, signposting, and accessing other agencies.*
5. 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.*
6. To participate in setting up, delivering, and clearing away activities, completing registers and review sheets. To complete administrative tasks as required to aid in the implementation of FACE's work; *This will include being fully involved in all aspects of sessions, including*

setting up / clearing up, evaluating and reflecting on the work, and completing admin tasks, supervision and training as required.

7. 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 Leader in Charge.*
8. 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. To continue to develop and maintain personal and professional skills and capability through on-going training; *This will include maintaining training and development in Safeguarding, Equalities, and perhaps First Aid, Fire Safety, Food Safety, Disability awareness, Managing Challenging Behaviour, and other relevant areas of work.*

For posts including work with young people and young adults with learning and social disabilities:

9. To encourage and support members to participate in accreditation opportunities, including in the planning and evaluation of local awards. With the support of the Leader in Charge, to ensure members are aware of accreditation opportunities within FACE and externally, to complete requirements and obtain their awards; *This will involve consulting with members about what they want to do and offering or promoting a range of accessible accreditation activities that excite and engage them. This may include ensuring relevant paperwork is completed and filed / sent off appropriately in order for members to gain awards through FACE.*

Person Specification

Qualifications:

No formal qualifications are essential.

If you already have qualifications in a 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, as well as 2 annual full team training days.

A First Aid qualification, food hygiene certificate and Midas minibus assessment is desirable.

A range of experience working face-to-face with people in FACE's target membership is desirable.

Skills:

You must be able to communicate easily with people of different backgrounds. Your communication style must allow you to control both group and one-to-one situations with people, whilst ensuring that your interaction with them enables them to learn across the social education curriculum and practise their social skills.

Some of our members have learning and social disabilities and therefore any experience in this field would be advantageous.

You should be observant and able to easily adapt to changes around you.

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

Awareness of Health & Safety, Safeguarding, Data Protection and Information Sharing are essential, and awareness of Prevent and Accreditation schemes is desirable.

Personality:

Our members 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 members 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.