

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

Post Description	Adult Support Worker - maternity cover
Employer	Foundation for Active Community Engagement (FACE)
Managed by	Youth & Community Work Manager
Supervised by	Community Work Development Worker
Purpose of the job	To support and encourage vulnerable adults participating in community learning awards and social activities that will assist in their social, physical, and mental well-being and improve their lives. To provide support to the ASDAN tutor and help learners to achieve awards.
Hours	Term-time only; 5hours per week on Tuesdays 9.30am-2.30pm. Maternity cover , 23 rd October 2017 - 20 th July 2018 (induction during w/c 23/10/17)

Main duties and responsibilities

1. Together with the Community Work Development Worker or Tutor, to plan and deliver a programme including ASDAN courses and social activities, which meet the needs of vulnerable adults living with learning / social difficulties in the area of Filton, combining social / leisure activities with informative / educational activities; *This will involve helping to plan and deliver structured activities to enable learners to complete their courses and grow various skills. In the unforeseen absence of the tutor (e.g. due to ill-health) this may involve leading the session.*
2. To help learners with completing tasks as required to complete their course, e.g. written tasks, number work (e.g., measuring ingredients / counting money), cooking, completing work experience, and practical tasks such as gardening / sewing. *This will involve helping learners with literacy / numeracy and basic practical tasks to complete their course portfolio.*
3. To build appropriate trusting relationships with members of the group 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 all 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 people make informed choices. This will include following FACE's Information Sharing and Safeguarding procedures. This will include understanding referral processes and accessing other agencies. This will include building relationships with support workers and carers.*
4. To take positive steps to counter discrimination however and whenever it occurs; to observe equal opportunities legislation, and to operate within Safe From Harm 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.*
5. To help set up and clear away activities, complete 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, setting up/clearing away, evaluating and reflecting on the work, and completing supervision and training as required.*
6. With the support of the ASDAN Tutor, to ensure learners complete their portfolios and therefore obtain their awards; *This will involve ensuring relevant paperwork is completed and filed / sent off appropriately in order for people to gain awards.*

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, Vulnerable Adults & Child protection procedures, liaising with the ASDAN Tutor, Community Work Development Worker and Youth & Community Work Manager and reporting any concerns or issues.*

Person Specification

Qualifications:

A teaching and / or community work qualification is desirable for this post.

You should have GCSE (or equivalent) Maths, English, & ICT at a grade C or above.

A willingness to learn and commitment to professional and personal development is essential.

Skills:

You should have a good command of written English, to enable you to support others with their literacy.

Experience of working in informal educational settings is desirable.

You must be able to communicate easily with people of all ages. Our learners have learning difficulties and/or behavioural difficulties therefore any experience in this field would be advantageous, as would a general knowledge of Makaton, Signalong, or sign language.

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.

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

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

Personality:

Some of our learners can at times 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 compassionate and patient.

You must be honest, reliable, and self-motivated, 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 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.