

## **People in Action (Yorkshire)**

### **Job description and person specification**

#### **Lead Support Worker for Club 33**

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|------------------------|---|
| <b>Salary:</b>         | £8.01 per hour  |
| <b>Hours:</b>          | 3 hours per week at club between 6.30 – 9.30pm on Monday nights |
| <b>Holidays:</b>       | 5.5 sessions (including bank holidays)                          |
| <b>Responsible to:</b> | Changing Lives Service Manager                                  |

People in Action (Yorkshire) is a thriving Leeds based charity, established in 1983 to benefit people with learning disabilities, difficulties and similar conditions. The charity makes a real difference to the lives of the most vulnerable and socially isolated; inspiring and empowering people to recognise their potential, fulfil their aspirations and lead safer, healthier, better connected lives.

The charity provides a range of innovative, inclusive, person centred services which reflect the needs of the people it supports. The activities are wide ranging and include the provision of opportunities for sports and leisure, learning, employment, health, wellbeing and the development of life skills. The range of activities runs from practical courses in employability to social groups that meet in the community to enjoy leisure time together. Through individual care packages the charity also provides practical one to one support tailored to the needs to the individual.

Changing Lives Service (CLS) is a contract delivered by People in Action to support adults from age 18 years which is delivered in 10 venues across Leeds, each venue has its unique identity and may have up to 40 – 100 customers attending a session.

#### **Purpose of the post**

- The post holder is required to support the Changing Lives Club 33 group in the role of Group Support Worker. The club is based at The Vinery Centre, 20 Vinery Terrace, LS9 9LU
- The post holder will have responsibility for Safeguarding, Health and Safety, liaising with Staff, Volunteers, Club Members, carers, Support Workers and other partners.
- To plan varied activities for members in line with members preferences.
- To supervise volunteers.
- To maintain records and support the Group Lead with quarterly monitoring

## **Duties and responsibility**

### **Paid Staff:**

- To support staff and 8 volunteers to enable delivery of weekly sessions held on Monday evenings at The Vinery Centre, 20 Vinery Terrace, LS9 9LU

### **Club Steering Group and Service Sub Committee:**

- To attend and support the Changing Lives Service Manager in coordinating the quarterly Steering Group meetings by ensuring representation of volunteers, members and parents/carers is achieved for each Steering Group meeting. This may include written or verbal input from anyone who may be unable to attend.

### **Volunteers:**

- To support the volunteers assigned to the Club by providing guidance before and during the Club activities.
- To support volunteers with and without disabilities and develop their skills and interests by ensuring opportunities are created for contribution into planning and delivery of activities.
- To liaise closely with the Changing Lives Service Manager on all matters relating to volunteers.

### **Club Activities and general duties:**

- To plan a varied activity programme with members.
- To support the Group Lead to carry out risk assessments for the activity programme schedule and record and share these with the Changing Lives Service Manager.
- To support fundraising efforts of the club.
- To ensure contingency arrangements are in place in the event of own absence.

### **Own Support:**

- To receive quarterly supervisions.
- To attend and participate in team meetings either at the Club or at People in Action's office.
- To inform the Changing Lives Service Manager of own or other staff sickness and holidays in accordance with the contract of employment.

- To immediately inform by telephone call to the Changing Lives Service Manager/Chief Executive of any safeguarding matters.
- To report any significant issues, notifiable events or concerns immediately through line management channels.
- Attend Compulsory training which includes: Induction, Safeguarding, First Aid, Risk Assessments, Health & Safety, Learning Disability Awareness, Equality and Diversity, to enable safe delivery of services.

### **General Duties**

- Support members to attend occasional day or evening trips and events.
- To support members to participate and learn life skills in health and wellbeing, independence, sport, social and leisure activities.
- To preserve and respect the dignity and privacy of members their families and observe confidentiality at all times.
- To follow best practice guidance regarding safeguarding, Care Standards Act, Health and Safety and managing risks legislation to promote independence.
- To provide cover as required in the event of staff shortages.
- To support anti-discrimination policies and procedures and promote equality of opportunity at all times.
- To undertake such additional duties appropriate to the post and to support the organisation's wider goals by working flexibly across the organisation from time to time as determined by your Manager.
- To communicate with and provide information to the members advocate/carer/family.
- Performing such other duties as may be required to achieve the objectives of the organisation.

### **PERSON SPECIFICATION**

**I= Interview; E= Exercise; A= Application**

| <b>Category</b> | <b>Essential</b> | <b>Desirable</b>                 | <b>How assessed</b> |
|-----------------|------------------|----------------------------------|---------------------|
| <b>Values</b>   |                  | Understanding of barriers facing | <b>A; I; E</b>      |

|                                   |  |   |                       |
|-----------------------------------|--|---|-----------------------|
|                                   | <p>Commitment to the provision of high quality person-centered support to empower members. Understanding of the importance of choice, control, rights and empowerment</p>  | <p>people with learning disabilities.</p>   |                       |
| <p><b>Previous experience</b></p> | <p>Current or previous experience of supporting/caring for others in a paid/voluntary capacity</p> <p>Working within a team in collaboration with staff/volunteers/customers and their families/careers and partner organisations.</p>   | <p>Enabling customers to access new opportunities</p>   | <p><b>A, I, E</b></p> |
| <p><b>Knowledge</b></p>           | <p>Knowledge of the needs and rights of people with learning difficulties/disabilities and other impairments and an understanding of the issues which members face.</p> <p>Knowledge of Health and safety and Risk management policy and procedure</p>   | <p>Knowledge of different communication methods</p>   | <p><b>A; I</b></p>    |
| <p><b>Skills</b></p>              | <p>Communicate effectively and sensitively with different people, including good standard of written English.</p> <p>Support members in a creative way that respects choice, dignity, respect and privacy.</p> <p>Complete and maintain accurate written records and follow policies and procedures.</p> <p>Able to work using own initiative, plan and priorities workload, and contribute own ideas to support service delivery.</p> <p>Form and maintain effective working relationships with</p> | <p>Able and interested in using IT to support alternative communication methods for customers</p> | <p><b>A; E</b></p>    |

|  |   |  |      |
|--|---|--|------|
|  | members, alongside their families, colleagues and partner organisations.  |  |      |
| <b>Equal Opportunities and diversity</b> | Awareness of and commitment to promoting equal opportunities for all.   |  | I    |
| <b>Training and development</b>          | Willingness to undertake training as required to learn and develop new skills   |  | A; I |
| <b>General</b>                           | Able to work flexibly to meet the needs of members, the service and organisation.<br><br>Have a person-centered approach to all work. |  | I    |

**This Job Description is not exhaustive. It will be subject to periodic review and may be amended following discussion between the post-holder and employer.**