



JOB DESCRIPTION

JOB TITLE: BUILDING FUTURES PROJECT WORKER

LOCATION: Community locations in Guildford, Woking plus other locations in and around Surrey

RESPONSIBLE TO: Head of Building Futures

OUR MISSION:

To nurture independence so that every person with a learning disability has the same life choices and chances as any other person.

ROLE PURPOSE:

- To support the year leader and when required to lead in the delivery of outstanding informal community-based sessions to a specified year group of young adults with learning disabilities, autism or other support needs on the 'Building Futures' Programme.
- Provide exceptional person-centered support to all the young adults accessing **halow's** 'Building Futures' programme, recognising their individuality, diversity personal rights and other life choices, whilst nurturing independence.
- To safely support all adults to access the 'Building Futures' programme, utilising relevant supportive communication and behavioural support plans and aids.

MAIN ROLE RESPONSIBILITIES AND TASKS:

To provide an unrivalled level of service and support to our young adults, colleagues, families and stakeholders of our Building Futures service by:

- Working with the young adults, community partners and staff to ensure good quality sessions.
- Delivering the programme content out in the community there will be a mix of indoor and outdoor delivery at multiple community locations. Except for the 'Building Futures Transition Year' which will deliver predominately from one location with some community delivery. Taking the relevant resources with us to deliver our sessions.
- Supporting the Year Leader in working to set and achieve the targets, goals and aspirations they identify during their involvement in our programme.
- Leading by example, and fully participating in sessions with the Building Futures groups.
- Demonstrating a positive approach through both actions and communications when working with each adult to think about their progress on the programme, and work with colleagues, partners, stakeholders, and adults to put in place support strategies and mechanisms to make this happen.
- Supporting other project workers, other halow staff, learning support workers, volunteers, and external session delivery partners at all sessions you are leading.

- Following and reinforcing the guidance detailed in the 'Building Futures Contract'/Code of Conduct for adults, and their families/carers.
- Supporting with the planning of the Building Futures programme, as directed by the Year Leader.
- Maintain contact and encourage positive relationships with colleagues, our adults, their families and partners/stakeholders alike.
- To ensure a safe, caring, responsive, effective and well led service – compliant with regulations and legislation and following all care plans for the young adults and venue processes and procedures – with **halow's** values at the heart of everything we do.
- Contributing to the continuous improvement of service standards to maintain our excellent reputation.
- To support the communications and marketing of the Building Futures Year Group by contributing to the year groups' private Facebook pages, encouraging participation and progress, and scrutinising any misuse.
- To fulfil the administrative elements of the post by assisting the Building Futures Year Leader with administration of the programme and supporting with evaluation of sessions plans and adults' engagement, producing presentable data to track progress.

To ensure safe, compliant and high-quality services by:

- Keeping clear, accurate and up-to-date records relating to supported adults, including:
 - Session plans and evaluations (documents to be completed daily)
 - Risk assessments.
 - Incidents or accidents.
 - Adult's involvement and outcomes.
 - Safeguarding matters to the Designated Safeguarding Lead (DSL).
- Reporting actual or potential safeguarding matters to the DSL without delay.
- Reporting any incidents, accidents or complaints in a timely manner.
- Any other requirements as identified by the organisation in its quality drive as appropriate.

To fulfil any other responsibilities of the post including:

- Be an ambassador for **halow** by demonstrating commitment to our mission, aims and objectives.
- Ensure that all of your work falls within current data protection legislation and best practice guidance.
- Provide regular updates to your line manager and Director on your progress and KPIs.
- Participate in regular supervisory sessions, appraisals, and team meetings.
- Attend, complete and regularly refreshed any training or learning, as identified / as required, as part of a wider commitment to continuous professional learning and development.
- Any other duties which may be reasonably required of the post. No role profile can be exhaustive, so you need to remain flexible in undertaking other duties as required from time to time, in line with the core aspects of this role.

This job description is intended as a general indication of the main responsibilities of the job and does not include detailed instructions on how tasks are undertaken. Job descriptions are reviewed to ensure they are up to date and relevant to the job role being performed. You will be consulted where changes are necessary with a view to reaching an agreement, but if not possible, the Organisation reserves the right to insist on changes to the job description post consultation.

Job Description Date of Last Review: 30/05/2024

PERSON SPECIFICATION

	<i>Essential</i>	<i>Desirable</i>
<i>Experience</i>	<ul style="list-style-type: none"> • Experience of safeguarding and risk assessment in relation to working with young adults. • Experience of working to deadlines. • Experience of monitoring, evaluation and producing reports. • Experience of administration. • Experience of working efficiently on a computer, particularly with Microsoft Office. • Experience of working with people with a learning disability. • Experience of working to or carrying out risk assessments. 	<ul style="list-style-type: none"> • Experience of planning and delivering group sessions / activities in the community. • Experience of working in an equivalent / similar position, within a charitable / educational / care environment. • Experience of planning and delivering employment advice, including CV writing, job searching and application, and interview techniques. • Experience of planning and delivering life skills advice and training. • Experience of teaching / mentoring / coaching.
<i>Qualifications and Knowledge</i>	<ul style="list-style-type: none"> • Demonstrates an understanding of learning disabilities. • An understanding of equal opportunities, respect, individuality and promoting independence. • An understanding of Health & Safety and what needs to be considered when preparing and delivering group sessions/activities in the community. • An understanding of Self-Directed Support and Personalisation Agendas. 	<ul style="list-style-type: none"> • Evidence of a teaching / mentoring / coaching qualification. • Evidence of a qualification relating to the delivery of employment advice / training and/or life skills advice / training. • Demonstrates an NVQ qualification in health and social care. • Any other relevant training. • Experience in using Makaton, PODD, PECS, communication devices.
<i>Skills and Personal Attributes</i>	<ul style="list-style-type: none"> • A good standard of verbal and written English with an ability to communicate with people of all abilities. <ul style="list-style-type: none"> ▪ Trustworthy, honest, reliable and punctual. ▪ Respectful, encouraging and positive in all aspects of the role. ▪ Excellent organisational skills. ▪ Excellent problem-solving skills and evidence of the ability to cope under pressure. ▪ Ability to treat colleagues, young adults and supporters of halow with empathy and understanding when necessary. ▪ Ability to develop and maintain effective working partnerships. ▪ Physically fit to perform the duties and responsibilities of the post. ▪ Exhibit role model behaviour at all times. ▪ A team player who is just as capable when lone working. ▪ Demonstrates a commitment to the organisation and is an advocate of the great work that we do with a commitment to promoting people's rights. 	
<i>Other</i>	<ul style="list-style-type: none"> ▪ Has a legal right to work in the UK. ▪ A willingness to work flexibly. ▪ A willingness to undergo a DBS check in order to work for the organisation. 	<ul style="list-style-type: none"> ▪ A driving licence and access to a vehicle which can be used for business purposes with valid business insurance/cover. ▪ A willingness to transport young adults under halow's care.