



JOB DESCRIPTION

JOB TITLE: Building Futures Project Worker (fixed term 10 month contract)

HOURS: 28 hours per week
General hours are Monday to Thursday 9.30am-4.30pm (although flexibility will be required)

LOCATION: Guildford, Surrey

RESPONSIBLE TO: Year Leader and Building Futures Manager

OUR MISSION:

“Nurturing and enabling independence for young people with a disability.” To support each other and work as part of the team, respecting every individual’s gifts, skills and qualities, and the unique talents they bring to halow.

ROLE PURPOSE:

To lead and support in the delivery of community based sessions to small groups of young people on the Building Futures Programme.

To contribute towards the development of the sessions and opportunities which provide the young people with sustainable support structures once their involvement with the programme has ended.

MAIN ROLE RESPONSIBILITIES AND TASKS:

To be an ambassador for halow including:

Demonstrating commitment to the Organisation’s mission statement Leading by example and demonstrating through both actions and words a positive approach to colleagues, our young people and stakeholders alike.

To support in the development and achievement of the Organisation’s strategic objectives by:

- Understanding and contributing to the Organisation’s and management strategies of **halow project** and ensuring that activities and plans within own areas of responsibility align with and support such strategies
- Maintaining awareness of progress made against strategic plan/s and be involved in Organisational development of these by updates and feedback to the Building Futures Manager on a regular basis, seeking support where required

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

- Being responsible for Safeguarding around young people (children and vulnerable adults) at sessions and attending and completing training as required.

- Ensuring a safe, caring, responsive, effective and well led service – compliant with regulations and legislation – and with **halow** Values at the heart of everything we do.
- Working with the young people to set and achieve the targets that they identify during their involvement with the programme
- Coordinating an approach of working with each young person to think about their future after the programme has ended, and, in conjunction with the Building Futures Manager, work with the partners and others to put in place support strategies and mechanisms to make this happen
- Supporting sessional staff, volunteers, and external activity leaders on groups you are leading, as directed
- Bringing to the attention of the Manager any information, incident or occurrence that may affect the support to be received
- Working with the young people, partners and staff to ensure the smooth running of each session of which you are responsible for
- Participating in regular supervisory sessions, appraisals and team meetings
- Attending, completing and keeping refreshed any training as identified and required
- Contributing to the continuous improvement of service standards in order to maintain our excellent reputation.

To support in the development of the programme’s syllabus by:

- Contributing ideas to develop the current service from a one to a three-year rolling programme to run concurrently
- Support the Building Futures Manager in creating engaging programme / session plans

To use innovative marketing to increase the programme revenue including:

- Proactively seeking opportunities for positive PR and sharing updates with the necessary staff to ensure the delivery of effective internal and external communications

To fulfil the administrative elements of the post by:

- Ensuring that session evaluations and other relevant paperwork are completed promptly and in full
- Keeping clear, accurate records relating to young people, including risk assessments and incidents
- Keeping accurate records which reflect young people’s involvement and outcomes

To fulfil any other responsibilities of the post including:

- *Demonstrating commitment to **halow**’s mission statement and aims*
- *Adhering to the Organisation’s internal policies and procedures*
- *Ensuring awareness of your legislative obligations and adhere to these at all times*
- *Working with the Data Protection Officer to ensure all data processed in the pursuit of the role adheres to the General Data Protection Regulations.*
- *Attending internal or external meetings as required*
- *Any other duties which may be reasonably required of the post*

*This is a description of the job as it is presently constituted. It is the practice of **halow** to examine job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This will be conducted in consultation with you. It is the Organisation’s aim to reach agreement on changes, but if agreement is not possible, the Organisation reserves the right to insist on changes to your job description, after consultation with you.*

PERSON SPECIFICATION

	<i>Essential</i>	<i>Desirable</i>
Experience	<ul style="list-style-type: none"> ▪ Experience of delivering group sessions/activities ▪ Experience of safeguarding and risk assessment working with young people ▪ Experience of working to deadlines ▪ Experience of monitoring, evaluation and producing reports ▪ Experience of administration ▪ 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 working in an equivalent/ similar position, within a charitable and/or care environment ▪ Experience of planning/contributing to group sessions and activities ▪ Experience of planning and delivering career advice in terms of job searching, application and interview techniques ▪ Experience of planning and delivering life skills advice and training ▪ Experience of teaching / mentoring / coaching
Qualifications and Knowledge	<ul style="list-style-type: none"> ▪ Demonstrates an understanding of the role and the work that halow Project and halow care do ▪ Demonstrates an understanding of learning disabilities ▪ Willingness to undertake induction and mandatory training as required ▪ 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 ▪ An understanding of Self Directed Support and Personalisation Agendas ▪ Proficient in the Microsoft Office suite including Word, Excel, Outlook and PowerPoint 	<ul style="list-style-type: none"> ▪ Evidence of a teaching/mentoring/coaching qualification ▪ Evidence of a qualification relating to the delivery of careers advice /training and/or life skills advice/training ▪ Demonstrates an NVQ qualification in care
Skills and Personal Attributes	<ul style="list-style-type: none"> ▪ Good verbal communication and written skills with experience of communicating with people of all abilities ▪ Trustworthy, Honest, reliable and punctual ▪ Respectful, encouraging and positive in all aspects of the role. ▪ Excellent organisational skills 	

	<ul style="list-style-type: none"> ▪ Excellent problem-solving skills and evidence of the ability to cope under pressure. ▪ Ability to treat colleagues, young people 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 alone working ▪ Demonstrates a commitment to the Organisation and is an advocate of the great work that we do ▪ An understanding of equal opportunities, respect, individuality and promoting independence ▪ A commitment to promoting people's rights 	
<p><i>Other</i></p>	<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 people under halow project's care ▪ A willingness to work flexibly ▪ A willingness to undergo a DBS check in order to work for the Organisation 	