



JOB DESCRIPTION

JOB TITLE: Cross Project Worker (halow project services)

LOCATION: Guildford, Surrey

RESPONSIBLE TO: 'A Reason To Get Up' Co-ordinator

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 assist with and deliver the day to day running of halow project's services.

This role will offer a variety of work across halow project's services; currently the 'A Reason to get up' programme, halow's social activities, and the 'Building Futures' programme. This will involve a flexible approach that will primarily be daytime work but will also involve evenings and occasional weekend work.

Although managed primarily by the 'A Reason to get up' Co-ordinator, the role will also involve day to day management by other service managers, assistant managers, year leaders, and other delivery staff.

To provide personalised support to all young people accessing **halow's** services, recognising their individuality and independence.

To promote inclusion and diversity by respecting individuals rights in relation to their gender, age, disability, sexual orientation, race, religion or other life choices or circumstances.

To work under halow's values in all halow project services. The role will support the development of the services to ensure the outstanding delivery that is always aimed for. These include:

-Within 'A Reason To Get Up'

To support and lead delivery on the programme

To work closely with the ARTGU Coordinator and other ARTGU delivery staff to plan, develop and deliver exciting and fun sessions on this meaningful daytime activity programme.

-Within halow's social activities:

To support and lead delivery on the programme

To offer a range of activities, trips and events (including evenings, weekends and outside of term time) that meet the needs of young people with a learning disability to prevent social isolation, develop friendship groups and develop a wide range of personal and social skills, and promote physical and mental wellbeing.

Within Building Futures:

To support and lead in the delivery on the programme

To offer a range 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 both during the programme, and once their involvement with the programme has ended.

To ensure smooth delivery and record keeping of all halow project services, recognising that the related administration of halow project is also a key role.

To work with young people, community delivery partners, staff members, and volunteers to ensure the smooth running and sustainability of all sessions and activities.

Recognise the both the similarities and the differences between halow project programmes, and the way they should be delivered.

To input and feedback suggestions to support the development of opportunities within all halow project services.

MAIN ROLE RESPONSIBILITIES AND TASKS:

To be an ambassador for halow including:

- Demonstrating commitment to the Organisation's mission statement
- To Champion & demonstrate working practises and ethics in line with **halow's** values and behaviours
- 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 'A Reason To Get Up' Co-ordinator on a regular basis, seeking support where required.
- Recognise that this role is designed to provide high quality service delivery and create flexibility within halow to develop other organisational goals and opportunities.
- Work with the A Reason To Get Up Co-ordinator, halow project managers, the Deputy Director and Director as required to develop the current halow project services offer to meet emerging needs and market intelligence from national learning disability organisations, Surrey County Council and **halow's** own market research.
- Attending appropriate meetings with partners, relevant consortiums and stakeholders as required.

To provide an unrivalled level of service and support to our young people, colleagues and stakeholders of halow project services by:

- Being responsible for Safeguarding around young people (children and vulnerable adult) at sessions and attending and completing training as required.
- Understanding and being responsible for the appropriate level of written and dynamic risk assessments of all activities, sessions and trips and putting into place risk management plans as required with support from **halow's** nominated Safeguarding Officer and the halow project managers as appropriate.
- To contribute as appropriate to person centred plans, reviews and other multiagency meetings including liaising with Surrey care practitioners as required.
- Working with halow project managers to understand and support the young people's goals
- Delivering sessions, events and trips as directed, ensuring that agreed service standards are met at all times

- Contributing to the continuous improvement of service standards in order to maintain our excellent reputation
- Attending, completing and keeping refreshed any training as identified and required
- Working with the young people, partners and staff to ensure the smooth running of the day-to-day activities of the project
- Working with other **halow project** staff to ensure coordinated activities for young people at all times
- Maintaining regular dialogue with young people and associated stakeholders and exercising proactive management of the business relationship between them and **halow project**, including being a main point of contact and managing bookings for the Social Activities
- Ability to maintain appropriate **confidentiality** at all times.

To contribute to innovative marketing to increase programme revenues including:

- Supporting our engagement with schools, colleges, families and care practitioners to seek new referrals into the Social Activities programme.
- Supporting opportunities for positive PR and working with halow project managers and halow Fundraising & Communications to ensure the delivery of effective internal and external communications
- Contributing through appropriate channels to **halow project's** online presence, maximising exposure of good PR through social media

To fulfil the administrative elements of the post by:

- Keeping clear, accurate records relating to young people, including support planning, risk assessments, daily recording, and incidents.
- Keeping accurate records which reflect young people's involvement and outcomes in particular attendance registers, evaluations of activities and contributing to goal trackers
- Contributing to regular monitoring and evaluation reports on the success of programmes

To fulfil any other responsibilities of the post including:

- Willingness to work flexibly as required
- Working with the Data Protection Officer to ensure all data processed in pursuit of the role adheres to General Data Protection Regulations
- To participate in regular supervisions, appraisals and team meetings
- 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 to adhere to these at all times
- Attending functions or networking meetings to promote the services of **halow project** as necessary
- Attending internal or external meetings as required
- Any other duties which may reasonably be 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>
<i>Experience</i>	<ul style="list-style-type: none"> • Minimum 1 year experience of activity delivery with children and / or young people through youth work, event organisation, or education. • Experience of planning & delivering group sessions/courses • 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 • Excellent problem solving and creative thinking skills • 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 managing regular email communications and contributing to marketing of projects • Experience of staff or volunteer management • Experience of contributing to the marketing of projects
<i>Qualifications and Knowledge</i>	<ul style="list-style-type: none"> • Demonstrates an understanding of the role and the work that halow project and halow care do • 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 • Demonstrates an understanding of learning disabilities • An understanding of Self Directed Support and demonstrates further training in care and/or working with people of whom have a learning disability • Proficient in the Microsoft Office suite including Word, Excel, Outlook and PowerPoint plus database inputting and use. 	<ul style="list-style-type: none"> • NVQ in Health and Social Care or other relevant qualification that demonstrates an understanding of the role and the work that halow project and halow care do • Evidence of a teaching qualification or informal youth work certification or experience • Demonstrates an understanding and/or training in medication

<p><i>Skills and Personal Attributes</i></p>	<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. • Strong partnership working skills and the ability to develop and maintain effective working relationships • Good organisational skills • Ability to cope under pressure • Physically fit to perform the duties and responsibilities of the post • Exert role model behaviour at all times • A team player who is just as capable when alone working • Ability to treat colleagues, young people and supporters of halow with empathy and understanding when necessary. • Demonstrates a commitment to the Organisation and is an advocate of the great work that we do 	
<p><i>Other</i></p>	<ul style="list-style-type: none"> • A willingness to work flexibly (the role entails delivery at evenings, weekends and holiday times, as well as office hours) • 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 people under halow project's care