



## JOB DESCRIPTION

**JOB TITLE: Social Activities Worker**

**LOCATION: Guildford, Surrey**

**RESPONSIBLE TO: Social Activities 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 the Social Activities programme & to support the development of the service to ensure a range of social activities, trips and events (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.

To ensure smooth delivery and record keeping of the social activities programme for different age groups within the target age range 16 to 35 years old, as well as all inclusive opportunities and pathways to independently arranged social gatherings.

To input and feedback suggestions to support the development of opportunities which contribute to sustainability for the Social Activities programme.

### 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 Social Activities Co-ordinator on a regular basis, seeking support where required

**To further develop the Social Activities offer by:**

- Supporting the development of, circulation and collection of annual questionnaires to young people and parents, feeding back to the Social Activities Co-ordinator.
- Work with the Social Activities Co-ordinator and Director as required to develop the current Social Activities offer to meet emerging needs and market intelligence from national learning disability organisations, Surrey County Council and **halow**'s own market research.
- Being involved in creating engaging activity / session plans, ideas and programmes with the Social Activities Co-ordinator and other staff as required.
- Attending meetings with partners, relevant consortiums and stakeholders as required to deputise from time to time for Social Activities Co-ordinator.

**To provide an unrivalled level of service and support to our young people, colleagues and stakeholders of the Social Activities offer 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 dynamic and written 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 Social Activity Co-ordinator as appropriate.
- Help update young people's support assessments as appropriate in order to understand how best to support their needs and personal goals.
- With support from Social Activities Co-ordinator, to contribute from time to time as appropriate to person centred plans, annual reviews and other multiagency meetings including liaising with Surrey care practitioners as required.
- Working with the Social Activities Co-ordinator to understand and support the young people's personal goals that they identify during their involvement with the Social Activities
- 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.

**To contribute to innovative marketing to increase programme revenue 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 Social Activities Co-ordinator and Head of 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 support the recruitment, induction and supervision of session volunteers supporting the Social Activities programme :**

- As directed by the Social Activities Co-ordinator, to assist with recruitment and induction of volunteers to support the programme and supervise volunteers as required for service /session delivery according to agreed **halow** policy and procedures.

**To fulfil the administrative elements of the post by:**

- Keeping clear, accurate records relating to young people, including risk assessments 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
- Creating regular monitoring and evaluation reports on the success of the programme
- Ensure rotas for programme delivery include office time for administrative tasks as above and including volunteer responsibilities.

**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 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"> <li>• Minimum 1 year experience of youth work, event organisation or activity delivery with children and young people</li> <li>• Experience of planning &amp; delivering group sessions/courses</li> <li>• Experience of safeguarding and risk assessment working with young people</li> <li>• Experience of working to deadlines</li> <li>• Experience of monitoring, evaluation and producing reports</li> <li>• Experience of administration</li> <li>• Experience of working with people with a learning disability</li> <li>• Excellent problem solving skills</li> <li>• Experience of working to or carrying out risk assessments</li> <li>• Experience of contributing to the marketing of projects</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in an equivalent/ similar position, within a charitable and/or care environment</li> <li>• Experience of teaching</li> <li>• Experience of managing ticketing or booking systems</li> <li>• Experience of managing regular email communications and contributing to marketing of projects</li> <li>• Experience of staff or volunteer management</li> </ul>
<i>Qualifications and Knowledge</i>	<ul style="list-style-type: none"> <li>• NVQ in Health and Social Care or other relevant qualification that demonstrates an understanding of the role and the work that <b>halow project</b> and <b>halow care</b> do</li> <li>• Willingness to undertake induction and mandatory training as required</li> <li>• An understanding of equal opportunities, respect, individuality and promoting independence</li> <li>• An understanding of Health &amp; Safety and what needs to be considered when preparing and delivering group</li> <li>• Demonstrates an understanding of learning disabilities</li> <li>• An understanding of Self Directed Support and demonstrates further training in care and/or working with people of whom have a learning disability</li> <li>• Proficient in the Microsoft Office suite including Word, Excel, Outlook and PowerPoint plus database inputting and use.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of a teaching qualification or informal youth work certification or experience</li> <li>• Demonstrates an understanding and/or training in medication</li> </ul>

<p><b><i>Skills and Personal Attributes</i></b></p>	<ul style="list-style-type: none"> <li>• Good verbal communication and written skills with experience of communicating with people of all abilities</li> <li>• Honest, reliable and punctual</li> <li>• Strong partnership working skills and the ability to develop and maintain effective working relationships</li> <li>• Good organisational skills</li> <li>• Ability to cope under pressure</li> <li>• Physically fit to perform the duties and responsibilities of the post</li> <li>• Exert role model behaviour at all times</li> <li>• A team player who is just as capable when alone working</li> <li>• Demonstrates a commitment to the Organisation and is an advocate of the great work that we do</li> </ul>	
<p><b><i>Other</i></b></p>	<ul style="list-style-type: none"> <li>• A driving licence and access to a vehicle which can be used for business purposes with valid business insurance/cover</li> <li>• A willingness to transport young people under <b>halow project's</b> care</li> <li>• A willingness to work flexibly (the role entails delivery at evenings, weekends and holiday times, as well as office hours)</li> <li>• A willingness to undergo a DBS check in order to work for the Organisation</li> </ul>	