



empowering  
creative spirits

nurturing  
independence

Registered charity no. 1116773

## halow Buddy Recruitment Pack – Summer 2020

### Tired of the 9 to 5 and crave a change?

How about working in a caring, supportive environment where you can make a real difference to people's lives and where every day is different?

We have exciting and rewarding opportunities to work with vibrant young people with learning disabilities in south west Surrey.

**Visit: [www.halowproject.org.uk](http://www.halowproject.org.uk)**

**halow**  
nurturing independence



- Are you interested in supporting others to reach their full potential?
  - Are you encouraging, positive, empathetic, trustworthy and good at problem solving?
  - Do you have strong customer service skills and interested in redeploying them to make a real difference?
  - Or are you an experienced support worker seeking a new opportunity?
- If so, we want to hear from you!**



**halow** is a vibrant, growing charity based in Guildford that provides opportunities and support for over 170 young people with learning disabilities to access social activities, educational programmes and supported living accommodation in south west Surrey and beyond.

Due to increased demand for our highly rated services, we are looking for people who are fun, friendly and compassionate, and who have a genuine desire to support and encourage young people with learning disabilities to lead independent, fulfilling lives.

Working as a **halow** Buddy you will provide young people with learning disabilities (aged 16+) with highly person-centred 1:1 support, promoting life skills, independence, social skills, leisure opportunities and assisting young people to access the local and wider community in ways which best suit them.

Previous experience would be great although not essential as the charity will provide fully paid training so that you can make a real difference to people's lives.

## Life at halow - what our staff say

“No two days at **halow** are the same, no two people are the same. Choices, circumstances and life challenges all change but as a buddy you can support the young people to find a solution that best suits their individual needs.”  
*Catherine*

“All the **halow** staff are caring and friendly and I feel supported by my manager – I feel valued above all else.” *James*

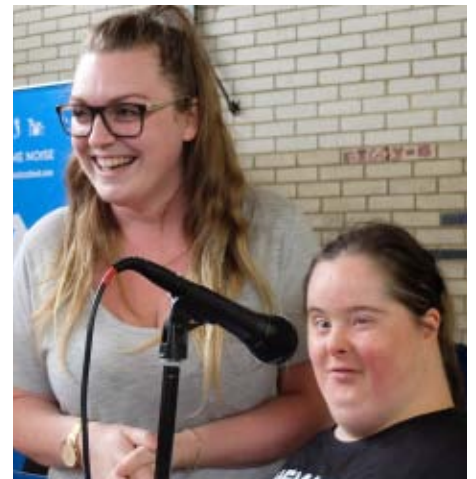
“I value all the training and the wealth of experiences **halow** has given me. My self-esteem and sense of purpose has grown so much.”  
*Ann-Marie*



“Each young person’s needs vary; from cooking a meal or using public transport to having a chat about how they’re feeling. Whatever support is needed, the young people progress so much which is really rewarding.” *Jason*

“Although I had no prior experience in health and social care, **halow** invested in my career and gave me the opportunity to progress over time to be promoted and line manage others.” *Jonny*

“**halow**’s recruitment process was straight forward, the induction and initial training were thorough, and at every point I felt welcomed into the team.” *David*



“I love **halow** as I get to support young people to become as independent as they can be, whether that’s taking part in a talent show or starting a new job.” *Ariana*









### HALOW SUPPORT BUDDY

- Pay:** £21,140 per annum OTE.
- Full-time:** 37½ hours per week on a rolling shift pattern (daytime/evening/weekend) plus 2 sleep-ins per week.
- Part-time:** 30 hours plus 1 sleep-in per week (salary pro-rated).
- Locations:** Guildford and Cranleigh.

### HALOW OUTREACH BUDDY

- Pay:** £8.97 per hour.
- Part-time:** Variable hours, anything from 4 to 30 hours per week (daytime/evening/weekend); perfect to fit around your studies, home life or other commitments.
- Locations:** South West Surrey and adjoining areas.

### BENEFITS

- 30 days leave (pro-rata).
- A comprehensive induction and ongoing training programme (including Care Certificate).
- Workplace NEST pension.
- Travel Season Ticket Loan and Cycle to Work Scheme.
- Employee benefits scheme - save on purchases, holidays, and more.
- A supportive, friendly and caring environment.

### APPLICATION PROCESS

- Visit the jobs page on [www.halowproject.org.uk](http://www.halowproject.org.uk)
- Complete a few details about yourself on the Easy Apply Form.
- If you are successful at a short telephone interview, we will ask you to complete some further details and then attend a face-to-face interview.
- Successful applications are subject to an enhanced Disclosure & Barring Service (DBS) check.
- **halow** is committed to equal opportunities and we value diversity in our workplace.
- There will be local travel involved in the roles and, whilst not essential, we encourage applications from individuals who have a driving licence and access to a vehicle.

**Call us on: 01483 447960**  
**Or visit: [www.halowproject.org.uk](http://www.halowproject.org.uk)**

## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>HALOW BUDDY</b>
<b>LOCATION:</b>	<b>Various locations in and around Surrey</b>
<b>RESPONSIBLE TO:</b>	<b>Care Management Team and Lead/Senior Buddies</b>



### 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 provide exceptional person-centred support to young people with a learning disability within the community and/or within a supported living environment as required.
- To promote life skills, independence, social skills, and leisure opportunities and to assist young people to access the local and wider community in ways which best suit them.

### MAIN ROLE RESPONSIBILITIES AND TASKS:

#### To provide the best service to our young people by:

- Providing 1:1 personalised support to our young people with all aspects of their personal, domestic, social, behavioural and psychological needs.
- Ensuring a safe, caring, responsive, effective and well led service – compliant with Care Quality Commission (CQC) regulations and legislation – with **halow** values at the heart of everything we do.
- Undertaking duties in accordance with the young person's support plan and following procedures and protocols.
- Ensuring consistent support of each young person to work towards their identified personal goals.
- Flagging up any concerns that you may have relating to a young person/s to the appropriate personnel, if unsure if something is a concern report it and a senior staff member will make that decision.
- Ensuring that young people's support assessments and individual profiles are kept up to date and relevant.
- Liaising with care practitioners and families (where appropriate and requested to by the lead buddy or management team).
- Carrying out risk assessments, when requested, and identifying the need for any enhanced measures needed to ensure the welfare of our young people and their Buddies.
- Leading by example and demonstrating through both actions and words a positive approach to colleagues, our young people and stakeholders alike (which can include liaising with parents, care practitioners, GPs amongst others).
- Promoting inclusion and diversity by respecting and supporting the young person's rights in relation to their gender, age, disability, sexual orientation, race, religion or other life choice or circumstance.





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

- Understanding and engaging with **halow's** quality assurance commitments under the direction of the halow Care Management Team and Lead/Senior Buddies as appropriate.
- Keeping clear, accurate and up-to-date records relating to young people, including:
  - Risk assessments.
  - Incidents or accidents.
  - Young people's involvement and outcomes.
  - Safeguarding matters.
- Reporting actual or potential safeguarding matters to the Safeguarding Officer without delay.
- Reporting any incidents, accidents or complaints in a timely manner.
- Ensuring good communications with all stakeholders.
- Attending legislative updates and training as required.
- Any other requirements as identified by the organisation in its quality drive as appropriate.

### **To fulfil any other responsibilities of the post including:**

- Being an ambassador for **halow** by demonstrating commitment to **halow's** mission, aims and objectives.
- Adhering to the organisation's internal policies and procedures and demonstrating and championing the **halow** values in everything we do.
- Working with your line manager to develop a professional development plan and identify any gaps in knowledge and further development needs.
- Actively participating in regular supervisions and appraisals, focussing on self-reflection.
- Attending, completing, and keeping refreshed any training as identified and required.
- Contributing to the continuous improvement of service standards to maintain our excellent reputation.
- Ensuring awareness of your legislative obligations and adhering 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 reasonably be required of the post.
- Willingness to work flexibly as required.

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: 25/6/2020



## ESSENTIAL

## DESIRABLE

### EXPERIENCE

- Experience of working in a health and social care setting.
- Experience of working with people with a learning disability.
- Experience of working within standards set out by the CQC.

### QUALIFICATIONS AND KNOWLEDGE

- An understanding of the buddy role and the work that **halow** does.
- An understanding of learning disabilities.
- Willingness to develop existing skills and experience, and to undertake further training as required.
- An understanding of equal opportunities, respect, individuality and promoting independence.
- Proficient in the use of Microsoft Office suite (including Word, Excel, Outlook and PowerPoint) and smartphone apps.

### SKILLS AND PERSONAL ATTRIBUTES

- Excellent verbal communication and written skills with ability to communicate with people of all abilities.
- Trustworthy, honest, reliable and punctual.
- Respectful, encouraging and positive in all aspects of the role.
- Excellent organisational skills.
- Ability to maintain confidentiality, demonstrate problem solving skills and the ability to cope under pressure.
- Ability to treat colleagues, young people and support workers of **halow** with empathy and understanding when necessary.
- Exhibit role model behaviour at all times.
- A team player who is just as capable when working alone.
- Demonstrates a commitment to **halow** and is an advocate of the great work that the organisation does.

### OTHER

- A driving licence and access to a vehicle which can be used for organisational purposes.