

Job Description

Post: Lead Facilitator- Circles of Support

Responsible to: Regional Manager

Hours: Part Time 18 Hours, Fixed Term Contract 6 Months

Location: Newport & Surrounds

Circles Network Summary

Circles Network is a UK wide voluntary organisation, renowned for building inclusive communities on the foundations of justice, advocacy, empowerment and friendships. Working with people of any age who are isolated or at risk of isolation, this organisation has ground breaking expertise in the development of Circles of Support, Independent and Collective Advocacy, Person Centred Planning and Inclusion into the mainstream of life. Working in highly creative, entrepreneurial styles, we are dynamic and ever more determined to dream, dare and do.

Project Summary

Circles of Support - Newport is a brand new project funded through Lottery, Awards for All programme. Initially this project is only funded until Spring 2019. This project is set up to support the development of Circles of Support for disabled people with older carers. A Circle of Support is a network of friends and family who come together to support a person to explore their dreams, plan for the future, make decisions, offer help and advice, deal with challenges and celebrate successes. The Circle will ensure that the focus person has support should their carer be unable to continue their caring role, reducing the risk of emergency support measures being put in place and allowing for effective future planning.

Job Summary

Circles Network Management structure includes Lead Facilitators who carry the responsibility of deputising in the absence of a Manager and taking a lead on projects relating to the main activities of the organisation in the area. In Newport, the duties include developing the project and seeking participants, engaging new volunteers and supporting them in their role, supporting participants to build a circle of support, facilitating circle meetings, engaging with other organisations and funding bodies, reporting on progress and achievements. This role will require complete flexibility to enable circle meetings to take place at a time and place which suits the participants; this is likely to include some evenings and weekends.

The Values of Inclusion

All the work carried out by Circles Network is underpinned by a strongly held set of values and beliefs known as the values of inclusion. This philosophy, where all people, regardless of ability, are seen to be citizens of worth, drives us in our mission to support individuals elegantly:

Everyone has a voice and the right to be heard.

All people have dreams and aspirations.

All people have capabilities and qualities.

All people should have power and control over what they do now and in the future.

The whole community can benefit from embracing diversity.

All people should have the opportunity to lead ordinary and valued lives.

All people have the right to live in and be part of the community.

All people need friendships and independent relationships; a natural support network.

All means All.

The Main Duties and Responsibilities of the post are as follows:

Link with other organisations, statutory and care providers to advertise the project and engage participants.

Work proactively and dynamically to encourage quick start up and growth for the project.

Set up meetings with individuals and families to begin developing Circles of Support.

Maintain regular Circle meetings and develop skills within the Circle to ensure its longevity beyond the life of the project and to enable you to work with as many individuals as possible.

Maintain accurate records in line with GDPR (data protection) regulations and Circles Network policy.

Uphold strong communication links with manager, providing timely reports and updates and seeking advice and support as needed.

Develop Circles Networks presence within Newport and the surrounding area, taking every opportunity to build positive reputation and opportunities to deliver future projects within the area.

Work as part of a wider team drawing on the strength and skills of other colleagues within Circles Network and sharing your own.

Use social media and Circles Networks website to keep people up to date about the project and what is happening.

Successfully complete all mandatory training and attend regular team and organisational meetings.

Support activity and events as required for other Circles Network projects as required.

Carry out any other duties commensurate with the post as directed by the Project Manager and/or Chief Executive.

Mentor, coach and support volunteers and individuals ensuring they reach specified goals and outcomes.

Write progress reports and stories of change and collect and analyse data relevant to Circles Network.

The person specification describes the qualities that we will be looking for when selecting an applicant for the post.

Essential Criteria

- Strong facilitation skills, being able to actively listen to people and support others to have their voice heard
- Experience in working within the field of health and social care, community or voluntary sector alongside disabled people or their carers
- Proactive and able to work independently
- Ability and means to travel to multiple locations
- Solution focused, and able to support people to seek ways to overcome the barriers they may face in day to day life
- Strong communicator with the ability to communicate with a wide range of people and to have a good sense of humour
- Genuinely interested in people and in getting to know their interests and skills.
- Good networking skills - confident in speaking to new people
- Reliable with good time keeping
- Knowledge of the local area (Newport and surrounding area)
- Believe in and live by the values of inclusion
- Good level literacy and numeracy skills alongside an ability to use Microsoft Word and outlook.
- Fluent in English
- Good personal hygiene and presentation
- Patient and friendly, enjoys working both independently and as part of a team
- Hold a current enhanced DBS check with Circles Network - the cost of this will be met by Circles Network

Desirable Criteria

- Relevant training or experience in delivering Circles of Support
- Training and/or experience of Person Centred planning
- Training and/or experience in marketing or public relations
- Training and/or experience in teaching, training or education
- Ability to communicate in Welsh
- Experience in fundraising or bid writing
- Links with other voluntary and community organisations