

---

## Job Description

<b>Post:</b>	<b>Facilitator - 3D Community Support</b>
<b>Responsible to:</b>	Project Manager and Lead Facilitator
<b>Hours:</b>	4.5 hours per week (day time hours) Wednesday (additional hours also available)
<b>Location:</b>	Warwickshire – Rugby and Kenilworth area

## Circles Network Summary

Circles Network is a UK wide voluntary organisation based in Warwickshire, 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

3D Community Support is Circles Network's fee for service project where people use their direct payments or private funds to purchase person centred support from a Facilitator or team of Facilitators.

## Job Summary

Circles Network Facilitators work one to one and in small groups with people to understand what they want out of their lives, achieve their goals and to help them find solutions to overcome barriers. Based within community, Facilitators support disabled people to access community spaces, build relationships and develop learning interests and hobbies. Circles Network is currently looking for a naturally positive and empathetic individual to provide support to adults who are at risk of social isolation due to disability and or mental health challenges. The support you will provide will be person centred supporting individuals to overcome challenges and achieve individualised goals.

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

- To work alongside individuals, and where appropriate their family or friends to provide high quality, safe and respectful support.
- To make connections with the local community and link individuals to people and organisations of interest to them.
- To maintain accurate records and contribute to development and review of dynamic person centred support plans.
- To work as part of a wider team drawing on the strength and skills of other colleagues within Circles Network and sharing your own.
- The support we provide is unique to that individual and may include; support to get involved in community events or meet friends, personal care and support with communication.
- To successfully complete all mandatory training and attend team and organisational meetings.
- To provide transport for individuals and their mobility aids using your own vehicle or company vehicles.

## Person Specification

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

### Essential Criteria

- The ability to actively listen to people
- The ability to keep up to date with record keeping.
- Knowledge of adult safeguarding procedure or the willingness to learn this.
- To have a full driver's license and ability to travel to the Rugby and Kenilworth area of Warwickshire.
- To be solutions focused, and able to support people to overcome the barriers they may face in day to day life.
- The ability to communicate with a range of people.
- To be genuinely interested in people and in getting to know their interests and skills.
- Reliable with good time keeping.
- A true belief in the values of inclusion and a passion to support people to uphold them.
- Basic literacy and numeracy skills
- Fluent in English
- Ability to show empathy and work with people from a variety of backgrounds.
- Good level of personal hygiene and presentation.
- To be a patient and friendly person who enjoys working both independently and as part of a team.
- A current enhanced DBS check with Circles Network - the cost of this will be met by Circles Network.
- Some knowledge of the local area.
- A positive outlook and approach.

### Desirable Criteria

- Relevant NVQ or other qualifications.
  - Experience of working alongside disabled or disadvantaged people
  - To have experience of working with or supporting disabled people including people with learning difficulties and/or mental health issues.
  - Training and/or experience of Person Centred planning.
-

- 
- Training and/or experience of a therapy or life building specialism like Neuro-Linguistic Programming, counselling or Emotional Freedom Technique.
  - Ability to be flexible about hours and location.
  - Excellent knowledge of the local area.
  - Ability to or communicate in Makaton, BSL or use other alternative methods of communication.
  - To have a skill in an activity or craft that could be shared with others eg gardening, snooker, scrapbooking or sewing.