



Job Description



Job Title:	Facilitator
Location:	Crawley
Hours:	Flexible
Responsible to:	Project Manager
Key working Relationships:	Project Manager, Lead, colleagues, the people we support, external providers, families

About the organisation:

Circles Network is a UK wide voluntary organisation renowned for building inclusive communities on the foundations of justice, advocacy, empowerment, and friendships.

Our mission is to support disable and disadvantaged people of all ages in transformational and empowering ways to live fulfilling and inclusive lives.

Our work is organised into four key segments:

- Circles Equine
- Circles Community
- Circles Advocacy
- Circles Academy

We are dedicated and passionate individuals who are committed to delivering high-quality support and our values of inclusion are at the heart of everything we do.

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.

- 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 and be part of the community.
- All people need friendships and independent relationships, a natural support network.
- All means All.

Summary:

Due to an expansion of our 3D community support provision in Crawley, there are new roles available to work with adults with mental health and emotional challenges to improve their everyday experiences. This role is for those who are creative, and solution focused, are great at listeners and can respond compassionately.

Main duties and responsibilities:

- 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 including assisting in the 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 or accessing education.
- To work to the internal and external standards policies and procedures including health and safety.
- To successfully complete all mandatory training and attend regular team and organisational meetings
- To support the growth of Circles Network through formal and informal networking and informational sharing.
- To provide transport for individuals and their mobility aids.
- To support activity and events as required for other Circles Network projects.
- To carry out any other duties commensurate with the post as directed by the Project Manager and/or Chief Executive

Person Specification:

Qualifications and Training:

- To have a full driver's license and ability to travel to multiple locations.
- Proficient in Microsoft Office 365

Experience:

- 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.
- To have a skill in an activity or craft that could be shared with others e.g. gardening, snooker, scrapbooking or sewing.

Personal Attributes:

Competence - to have the ability to carry out your work efficiently and effectively.

- To be solutions focused, and able to support people to overcome the barriers they may face in day-to-day life.

Commitment - to show dedication and attentiveness towards those you support and the wider organisation.

- Reliable with good time keeping.
- A true belief in the values of inclusion and a passion to support people to uphold them.

Care and Compassion - to understand how other people may be feeling, showing concern/interest in their issues and lives.

- To be genuinely interested in people and in getting to know their interests and skills.

Communication - to be able to successfully share ideas, feelings and information.

- The ability to communicate with a range of people.
- The ability to actively listen to people

Creativity - to use imagination and original ideas to support the development of your work.

- To have a skill in an activity or craft that could be shared with others eg gardening, snooker, scrapbooking or sewing.

Intuition and Self Awareness - to understand instinctively those you support and be aware of the impact you have on others.

Authenticity and Integrity – to be an honest and genuine person.

- Ability to show empathy and work with people from a variety of backgrounds.

Connection - to show connection in your relationships.

- Good networking skills - confident in speaking to new people.