



## **Summary:**

Lead Facilitator of 3D Community Support over 30 hours including one day at the weekend. The role will be split between facilitating support and office hours, reporting to the Project Manager.

## **Main duties and responsibilities:**

- Provide induction training for volunteers and facilitators in their teams, identifying any areas for development and maintaining accurate records
- Support the Project manager with recruitment activities.
- Provide sickness, absence and holiday cover when deemed necessary across projects.
- Mentor, coach and support staff, volunteers and individuals ensuring they reach specified goals and outcomes.
- Ensure the cabin is maintained, cleaned, safe and well-resourced for daily use.
- Write progress reports and stories of change and collect and analyse data relevant to Circles Network.
- 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:**

- Relevant NVQ or qualification by experience in similar role
- To have a full driver's license and ability to travel to multiple locations.
- Proficient in Microsoft Office 365

### **Experience:**

- Experience of leading a team or supervising
- 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 eg gardening, snooker, scrapbooking or sewing.
- Experience of report writing.

### **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.