

## Job Description

<b>Post:</b>	<b>Facilitator - 3D Community Support</b>
<b>Responsible to:</b>	Regional Manager or Lead Facilitator
<b>Hours:</b>	Flexible
<b>Location:</b>	Rugby and surrounding areas

### 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 has been designed specifically to engage individuals and families in understanding what they are entitled to and how to take control over their lives.

3D provides flexible and highly individual direct support to assist people to create and implement a tailored support plan that works for them.

### 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.

## 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.

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## **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 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, support with communication or accessing education.
- To work to the standards set down by the CQC and also internal 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 Regional Manager and/or Chief Executive

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## 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.
- 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.
- Good networking skills - confident in speaking to new people.
- 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 alongside an ability to use Microsoft Word and emails.
- 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.
- To have experience of working with or supporting disabled people including people with learning difficulties, learning disabilities, Autism 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.
- Training and/or experience in teaching, training or education.
- 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.
- To have a full driver's license and ability to travel to multiple locations.