



## Job Description



<b>Job Title:</b>	Community Facilitator
<b>Location:</b>	Various
<b>Hours:</b>	Flexible
<b>Responsible to:</b>	Community Manager
<b>Key working Relationships:</b>	Community Manager, Lead, colleagues, the people we support, external providers, families

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

### **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 disabled 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 Community
- Circles Advocacy
- Circles Equine
- Circles Academy

We are dedicated and passionate individuals who are committed to delivering the highest quality support with the values of inclusion at the heart of everything we deliver.

### **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.

We believe that:

- 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

## **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, Facilitator's support individuals to access community spaces, build relationships and develop learning interests and hobbies.

## **Main duties and responsibilities:**

- Work alongside individuals, and where appropriate their family or friends to provide high quality, safe and respectful support.
- Make connections with the local community and link individuals to people and organisations of interest to them.
- Maintain accurate records including assisting in the development and review of dynamic person-centred support plans.
- 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.
- Work to the internal and external standards policies and procedures including health and safety.
- Successfully complete all mandatory training and attend regular team and organisational meetings
- Support the growth of Circles Network through formal and informal networking and informational sharing.
- Provide transport for individuals and their mobility aids.
- Support activity and events as required for other Circles Network projects.
- Carry out any other duties commensurate with the post as directed by the Community Manager and/or Chief Executive

## **Person Specification:**

### **Qualifications and Training:**

- Relevant NVQ in Health and Social care or qualified by experience
- Have the ability to travel to multiple locations.
- Ability to use Microsoft Office 365

### **Experience:**

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

### **Personal Attributes:**

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

- Be solutions focused, and able to support people to overcome the barriers they may face in day-to-day life.
- Have experience of producing written reports and correspondence to a high standard.
- Can interpret and apply the principles of legislation to 'real life.'
- Effective IT skills, particularly with Microsoft Word.
- Show effective time and stress management skills.

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

- Ensure that you are adequately trained in the Safeguarding of Children and vulnerable adults and that you follow policies and procedures set out by the organisation.
- Show a flexible attitude towards working hours; this may include some evenings and weekends.
- Show good time management.
- Demonstrate a continual drive at personal and service improvement and growth.
- 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.

- Be able to demonstrate how you have taken on an advocacy role your current work/ personal life.
- Be able to demonstrate an attitude which celebrates and respects differences.
- Show an understanding of the social model of disability, the values of inclusion, equal opportunities, and disability equality issues.
- Be able to deliver a warm, welcoming, and diplomatic approach.
- The ability to actively listen to people

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

- Have good spoken and written communication skills.
- Have exemplary interpersonal skills, demonstrating a diplomatic style of communication.
- Understand learning styles and their implications for how we effectively communicate with one another.
- Demonstrate an ability to communicate with people who have difficulty expressing their views or wishes for whatever reason.

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

- Have the ability to create accessible materials to support different communication styles and preferences.
- Demonstrate an ability to develop different ways of engaging with people from diverse backgrounds, including in group settings, so they feel at ease, can share their views and take control of their lives.

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

- Experience and knowledge of how to manage conflict and perceived challenging behaviour.
- Be patient, tactful, diplomatic, and approachable.

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

- Ability to show empathy and work with people from a variety of backgrounds.
- Demonstrate transparency and honesty in your everyday interactions.

**Connection** - to show connection in your relationships.

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