



# Job Description



<b>Job Title:</b>	Hair Stylist/Facilitator
<b>Location:</b>	
<b>Hours:</b>	
<b>Responsible to:</b>	
<b>Key working Relationships:</b>	

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, Facilitators support people to access community spaces, build relationships and develop learning interests and hobbies. This role will involve facilitating additional learning in the hospitality, design, and hair and beauty sectors.

The facilitator will have background and experience in hair dressing and will have the ability to train young people in basic hair styling techniques as well as providing a variety of services to paying customers. A high level of cleanliness within the premises is required and expected.

## **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 and/or learning 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 of our internal policies and procedures and that of legislative 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.
- To provide a safe and inclusive environment for customers and students participating in the project.
- To provide a number of services to paying customers such as:
  - advising clients on suitable cuts and treatment
  - recommending suitable products

- washing, cutting, conditioning and styling hair
- staying up to date with the latest trends
- working with equipment such as clippers, scissors, straighteners and hot brushes
- meeting with suppliers and ordering stock
- keeping an inventory of products and tools
- collecting payments from customers.
- 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
- To regularly clean and tidy up all utensils and work stations as well as the front of house, kitchen area and toilets
- Sterilise equipment

### **Person Specification:**

- The ability to actively listen to people
- To have a full driver's license and ability to travel to multiple locations.
- 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**

- Have qualifications in health and social care.
- Have experience of teaching and a teaching qualification.
- Training and/or experience of Person-Centred planning.
- Training and/or experience in marketing or public relations.
- 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.

### **Qualifications and Training:**

NVQ3 or above in hairdressing

### **Experience:**

- To have several years experience in hair dressing and styles
- To have experience of working with or supporting disabled people including people with learning difficulties and/or mental health issues.

### **Personal Attributes:**

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

**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.

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

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

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

**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.

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