

## Job Description

**Position:** 3D Community Support Facilitator  
**Reports to:** Manager and/or Lead Facilitator  
**Contract:** 20 hours per week  
**Location:** Rugby, Midlands

### About Circles Network

Circles Network is a UK-wide voluntary organisation based in Warwickshire, dedicated to building inclusive communities founded on justice, advocacy, empowerment and friendship. We specialise in supporting individuals of all ages who are isolated or at risk of exclusion, pioneering Circles of Support, Independent and Collective Advocacy, Person-Centred Planning, and full participation in mainstream life. Our dynamic and creative approach drives us to dream, dare, and do.

### About 3D Community Support

3D Community Support is a fee-for-service project that enables individuals to use direct payments, social care funding, or private resources to access personalised support. This flexible service operates throughout the week and on weekends, offering tailored assistance to disabled and/or disadvantaged children, young people and adults.

### Role Overview

As a 3D Community Support Facilitator, you will work one-to-one and in group settings, helping individuals define and achieve their personal goals while overcoming challenges. Facilitators support individuals in accessing community spaces, developing relationships, and exploring learning opportunities, hobbies, and interests. This role is community-based and requires a strong commitment to inclusion and empowerment. A strong commitment to safeguarding is essential.

### Our Values of Inclusion

Circles Network operates with a deeply held belief in the value and potential of all individuals. Our guiding principles include:

- Every person has a voice and the right to be heard.
- Everyone has dreams and aspirations.
- All individuals possess unique strengths and qualities.
- People should have control over their present and future.
- Communities thrive when diversity is embraced.
- Everyone deserves to lead valued and meaningful lives.
- All individuals have the right to be included in their communities.

- Friendships and natural support networks are fundamental to well-being.
- **All means all.**

### **Key Responsibilities**

- Provide high-quality, safe and respectful support to individuals, working closely with them and, where appropriate, their families or friends.
- Facilitate connections with local community groups, events and organisations of interest to individuals.
- Maintain accurate records, assisting in the development and review of person-centred support plans.
- Collaborate with colleagues within Circles Network, sharing expertise and drawing on team strengths.
- Provide individualised support that may include:
  - Assisting individuals in engaging with their community and developing social relationships.
  - Supporting communication and access to education.
  - Helping individuals participate in community events and recreational activities.
- Adhere to Circles Network policies and procedures, as well as Care Quality Commission (CQC) standards, including safeguarding and health & safety regulations.
- Complete all mandatory training and actively participate in team meetings and organisational discussions.
- Contribute to the growth of Circles Network through networking and information sharing.
- Provide transport for individuals and their mobility aids as required.
- Support activities and events associated with other Circles Network projects.
- Undertake additional duties relevant to the role as directed by management.

### **Person Specification**

#### **Essential Criteria**

- Strong active listening skills.

- A solutions-focused mindset, capable of supporting individuals in overcoming challenges.
- Excellent communication skills, adaptable to a diverse range of people.
- Genuine interest in supporting individuals and understanding their unique interests and skills.
- Confidence in networking and engaging with new people.
- Reliability and strong time-management skills.
- Deep commitment to the values of inclusion.
- Basic literacy and numeracy skills, with proficiency in Microsoft Word and email communication.
- Fluent in English.
- Empathy and the ability to connect with individuals from varied backgrounds.
- Professional presentation and good personal hygiene.
- Friendly, patient and able to work both independently and as part of a team.
- Willingness to undergo an enhanced DBS check (cost covered by Circles Network).
- Familiarity with the local area.
- A positive and proactive attitude.

### **Desirable Criteria**

- Relevant NVQ or equivalent qualifications.
- Experience supporting disabled children, young people and adults, including those with learning difficulties and/or mental health challenges.
- Training and/or experience in Person-Centred Planning.
- Knowledge or training in therapies such as Neuro-Linguistic Programming, counselling or Emotional Freedom Technique.
- Experience in marketing or public relations.
- Flexibility regarding working hours and locations.
- Background in teaching, training or education.
- Strong knowledge of the local area.

- Proficiency in Makaton, British Sign Language (BSL), or alternative communication methods.
- Skills in a specific activity or craft that can be shared with others (e.g. gardening, snooker, scrapbooking, sewing).

## **Join Us**

If you are passionate about inclusion, community support, and empowering individuals to lead fulfilling lives, we would love to hear from you. Apply today to become part of a team making a real difference in the lives of children, young people and adults.

---