

Job Description

Post:	Lead Facilitator- 3D Community Support and Youth Groups
Responsible to:	Regional Manager
Hours:	Full time
Location:	Peterborough

Circles Network Summary

Circles Network is a UK wide voluntary organisation, 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 is Circles Network's personalised service which people purchase on an individual basis and receive person centred support from a facilitator or team of facilitators for the hours they choose.

Youth Groups are delivered term time and during school holidays. They are vibrant groups of children and young people whose ages range from 7 to 19 years. The groups are based at The Hub in Peterborough and at community places around the city.

Job Summary

Circles Network's management structure includes Lead Facilitators and Lead Youth Workers who carry the responsibility of deputising in the absence of a Manager and taking a lead on projects relating to the main activities of the organisation in the area. In Peterborough, the duties include supervising staff members, introductory visits with families, carrying out reviews of participants support, supporting the team and the projects in Peterborough to maintain high standards in line with Circles Network organisational policies and ethos. The Lead Facilitator will support the regional manager with duties relating to supervision of staff and carrying out reviews with participants of the project. The Lead Youth Worker will ensure the safety of children and young people in a group context.

Based within community, Facilitators support disabled people to access community space, build relationships and develop learning interests and hobbies. A Lead Facilitator supports teams of Facilitators to maintain high quality support and coordinate their provision, whilst liaising with the Regional Manager and carrying out facilitation themselves.

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 individuals elegantly:

- 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.

The Main Duties and Responsibilities of the post are as follows:

- Coordinate, support and supervise teams of facilitators to provide the highest quality of support and follow all policies and procedures.
- Provide induction training for volunteers and facilitators in their teams, identifying any areas for development and maintaining accurate records.
- Provide buddying for lone working practices.
- Work alongside individuals and where appropriate their family and friends to provide high quality, safe and respectful support as agreed with Line Manager.
- Provide sickness, absence and holiday cover when deemed necessary across projects.
- Make connections with the local community and link individuals and groups to facilities and resources that would enhance the effectiveness of the groups and the interests of the group's members.
- 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.
- Provide support to get involved in community events or meet friends, support with communication or accessing education and other relevant services.
- Work to the standards set down by the CQC and adhere to internal policies and procedures including health and safety, GDPR etc.
- Successfully complete all mandatory training and attend regular team and organisational meetings.

- Support the growth of Circles Network through formal and informal networking and information sharing as well as growing 3D projects and business at the Hub.
- Support transportation for individuals.
- Support activity and events as required for other Circles Network projects.
- Carry out any other duties commensurate with the post as directed by the Project Manager and/or Chief Executive.
- Mentor, coach and support staff, volunteers and individuals ensuring they reach specified goals and outcomes.
- Run creative, educational or therapeutic style activities open to a variety of people in a 1:1 and group setting.
- Ensure the hub is maintained, cleaned, safe and well-resourced for daily use.
- Foster good working relationships with professionals and practitioners from other organisations.
- Write progress reports and stories of change and collect and analyse data relevant to Circles Network.

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 and to have a good sense of humour
- 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
- To undertake an enhanced DBS check
- Some knowledge of the local area
- A positive outlook and approach, prepared to try anything within reason
- To have experience of working with or supporting disabled people including people with learning difficulties and/or mental health issues
- Ability to be flexible about hours and location
- Experience of safeguarding children, young people and potentially vulnerable adults
- Level 3, or above qualification in health and social care

Desirable Criteria

- To have a full driver's license and ability to travel to multiple locations
- Level 5, or above qualification in health or social care
- 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
- Training and/or experience in marketing or public relations
- 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