



## Assistant Facilitator

Hours:	35 hours per week (Part time will be considered)
Days:	Monday to Friday, 9am to 5pm. Including 1 hour unpaid lunch break. Occasional evening or weekend work is required
Contract:	Permanent
Salary:	£25,563 - £28,000 pro rata plus 5% pension contribution
Annual Leave:	25 days per year pro-rata (increasing by one day per year until you reach a maximum of 30)
Location:	You'll be based across our sites - <b>Share HQ</b> , 64 Altenburg Gardens, London, SW11 1JL, the <b>Share Garden</b> , Gillian Webb Memorial Grounds, Springfield University Hospital, 61 Glenburnie Rd, London SW17 7DJ and <b>Brixton 336</b> , 336 Brixton Road, London, SW9 7AA (Clapham Junction, Tooting and Brixton) and out and about in the community

### The role

This is a multi-faceted role supporting adults with learning disabilities and/or autism. You'll be a dynamic and enthusiastic team player who can work as part of a small team to deliver sessions, at our training centres and out in the community, and provide one-to-one support to our students. You'll help them achieve their goals and ensure sessions are fully inclusive and enjoyed by everyone. You'll help people develop skills, better manage new or challenging social situations, and live healthier and more fulfilled lives. You'll be inclusive and person-centred in your approach at all times. You will also complete administrative support.

The role includes session support and delivery, recording and monitoring student progress, working 1-2-1 with students, planning and delivering your own student activities and involvement in Share's wider work. This is a great option for those looking at gaining experience in learning disability and autism, and getting into session delivery.

### Who we are looking for

Our ideal candidate will have experience of working or volunteering in a social care, health or support worker role, supporting adults with learning disabilities and autism. You will have demonstrable experience in supporting and leading sessions, and complete admin tasks. You'll have a strong commitment to the inclusion of disabled people in all aspects of life. You'll be an energetic people-person who enjoys being out and about and taking part in different activities (this could be anything from sport to walking in nature). You'll be flexible, able to follow instructions whilst using your initiative to problem solve and think on your feet. You'll be a patient, supportive and empowering person who pays close attention to student wellbeing.

## About us

At Share, we're passionate about supporting disabled people to set their own goals for learning and life, and helping them to achieve their aspirations. Most of our students are people with learning disabilities and/or autism. We offer them training, employment, personal development, and leisure opportunities. We help disabled people to be more independent, have better health and wellbeing, move towards employment, and enjoy the same access to leisure opportunities as everyone else.

We are accredited by the National Autistic Society, and this year we currently hold Investors in People – Gold. We celebrate diversity and we value kindness and care for others alongside working to very high professional standards.

## Job Description

You will:

- Work flexibly to support our students to engage in a variety of projects and classes, including accessing community activities and engaging in health and wellbeing activities
- Provide flexible delivery support, delivering whole or part sessions in the absence of the facilitator, sometimes at short notice, without support
- Independently set up, plan and lead free time activities
- Responsible for completing daily administrative tasks (including preparing for activities, data inputting, recording student learning, keeping wellbeing records and evidence gathering for portfolios)
- Lead sessions where smaller groups are required for projects or activities, e.g. making healthy snacks
- Work closely with the Wellbeing Manager to identify students who require one-to-one assistance or who have more complex needs and provide person centred support
- Create resources to support individual students' unique styles of learning
- Work with the team to ensure that each student's individual goals around independence and wellbeing are being achieved
- Escort students to external opportunities as part of their programmes and supporting students to learn to travel independently
- Support, and assist with, the running of activities to ensure they run smoothly, that students enjoy their day and stay safe
- Support the facilitator to ensure that activities are differentiated and accessible for students
- Carry out activities in line with Share's risk assessments and highlight any concerns to your line manager
- Promote effective communication and relationships amongst students and to be aware of communication and personality differences
- Support the Wellbeing team by providing pastoral support to students as and when required
- Monitor and record project and student activities using various digital media such as photos and videos, and communicate progress at agreed intervals to our students' support networks
- Produce case studies to demonstrate the impact of our work

- Work in a way that celebrates diversity and values each student and their choices
- Maintain student confidentiality throughout and adhere to Share's policies on data protection
- Undertake any training that may be required in order to fulfil the role as effectively as possible
- Attend and take part in Share staff meetings, supervisions, and other events as required.
- Undertake any other tasks that may reasonably be required.

## Person Specification

### Essential experience

1. Paid or unpaid experience of working within social care and providing services directly to adults with learning disabilities and autism.
2. Demonstrable experience in leading classes, project activities and/or sessions without support
3. Good ICT skills and competence in the use of Microsoft Office, databases and mobile technology
4. Experience and enjoyment of working in busy and varied people-facing role, preferably in the community
5. Excellent verbal and written communication skills
6. Great listening skills, with high levels of warmth, empathy and resilience
7. Able to inspire trust and confidence, behaving with integrity and honesty at all times
8. An understanding of what helps disabled people to become fully socially included, a deep sense of justice and commitment to equality for all, and belief that everyone has something to offer others
9. A strong team-player who enjoys working with others and can build good working relationships with staff, volunteers, families/carers and members
10. Personal flexibility and the ability to work in a way that is adaptable, reliable and focused on the needs of each individual
11. Able to solve problems creatively, explore options and manage demanding or tricky situations

### Desirable

1. Able to use Makaton
2. First Aid certificate
3. Knowledge of best practices in Safeguarding

## How to apply

We positively welcome applications from all parts of the community and from people with diverse cultural backgrounds and lived experience.

To apply for this role, please send us your CV and a personal statement addressing the three questions below:

1. What is your experience of working with SEN adults in a training capacity?
2. What is your understanding of challenging behaviour?
3. What are your top three qualities that make you an excellent Assistant Facilitator?

Please also complete and send us an equal opportunities form and send us the three documents to [hadmin@sharecommunity.org.uk](mailto:hadmin@sharecommunity.org.uk).

If you would like to have chat about the role or visit us prior to applying, please contact a member of the HR team at [hradmin@sharecommunity.org.uk](mailto:hradmin@sharecommunity.org.uk).

We focus on ability and believe people work best when they feel valued, safe and happy. We do all that we can to make sure that Share is friendly and welcoming to everyone. All CVs and applications are sanitised to ensure unbiased recruitment.

**This job is subject to two satisfactory references, evidence of qualifications, an enhanced DBS check and providing evidence of the right to work in the UK. If you are disabled and would like to discuss other ways of submitting your application, please contact a member of the HR team at [hradmin@sharecommunity.org.uk](mailto:hradmin@sharecommunity.org.uk)**

Our privacy policy for job applicants can be found here: <https://www.sharecommunity.org.uk/privacy-policy-job-applicants>

We look forward to receiving your application.

