

<b>Job title</b>	One-to-one Support Staff (Social and Leisure)
<b>Reports to</b>	Community and Events Coordinator
<b>Grade</b>	3
<b>Salary</b>	£18,583.20 full time (40 hours per week), pro-rata for part-time
<b>Hours</b>	Hours are part-time as agreed and will vary according to the individual's funding.

**Important note:**

*This is summarised job description used for recruitment and is supplemented by a fuller version which breaks down responsibilities into more detail. The full version is used for scoring and grading roles within Brunswick. When a job offer is made, the full job description is provided for the successful candidate to see before accepting the job.*

**Our mission statement:**

The Brunswick Social Club's mission statement is to support people with learning difficulties to have freedom, friends and fun and to 'join in like everyone else'.

**Main purpose of the post**

To build a genuine connection and relationship with the individual you support and help them to, plan and engage in the social and/or leisure activities of their choice. One-to-one support may be needed for various reasons including keeping the individual safe, helping them understand and be aware of their options and choices, and to be able to actively participate with their chosen activities. The role reflects a bias towards inclusion and 'joining in like everybody else'. One-to-one support actively looks out for, fosters and nurtures community connections and relationships formed.

**Core responsibilities, tasks and duties:**

**Supporting the individual to plan and engage in social or leisure activities**

- To help the individual think about different opportunities or activities that they might like to try. This includes helping them think about and experience making choices and to help them make decisions about some aspects of their life.
- To support an individual to participate in social or leisure activities of their choice. Please see the separate information about what each individual is seeking for further details.
- To facilitate communication and interactions with others as needed eg. supporting conversations between the individual and friends who have different communication needs.
- To complete any planning needed for the trip.
- To develop and update any risk assessments needed for trips / activities.
- To build effective relationships with any individuals and organisations relevant to the work eg. the Cycling Safety Scheme, drama class organisers etc.
- To provide a safe environment and help keep yourself and the individual safe in the community whilst they engage in social or leisure activities. This includes being aware of risks and dangers that the individual may not be aware of such as road traffic.
- To build a positive and supportive relationship with the individual you are supporting.
- To be perceptive, thoughtful and think creatively about how to meet the individual's needs.
- To have excellent communication skills and the ability to help the individual communicate.

- To build relationships with family and friends, if appropriate.
- To contribute to record keeping as required and use these records to inform future work as needed etc.

### **Supporting the individual and enabling development**

At Brunswick, we use the Social Model of Disability as a framework to guide how we support. You will need to be aware of the oppression of people with learning difficulties in society and be willing to develop your own your own practice to help challenge this.

- Work in a person-centred way to identify the worker's wishes/preferences/goals and offer support to help them achieve these.
- To help the individual identify and celebrate their achievements.
- To identify and respond to any health and safety or personal welfare needs that must be met for the individual to be safe eg. road safety, vulnerability around handling money.
- To communicate effectively with the individual by adapting your communication to their needs eg. using Makaton / PECS / verbal communication at an appropriate level.
- To create an environment which offers opportunities for the individual to develop personal and social skills and to share ideas and thoughts on how they can use these skills in the wider community.
- To build positive relationships with workers, to support them and when appropriate, to challenge behaviour and set clear boundaries.
- To be a champion for the worker you support. This may include informal advocacy for the individual with different people in their life.
- To share information appropriately and clearly with colleagues, management and with other relevant people in the individual's life.
- When necessary, to respond to epileptic seizures or help with personal care (training provided).
- To identify difficulties and new opportunities for the worker. To share this information with others as appropriate eg. with Keyworkers, the Community and Events Coordinator or Worker Development and Support Manager.

### **General responsibilities:**

- To be flexible within the broad remit of the post and complete any other duties as may reasonably be required.
- To follow organisational policies, procedures and protocols.
- To maintain and improve professional development through participation in training and development activities. Some training is mandatory.
- To be a proactive problem-solver around issues that arise. These could relate to the individual, an activity etc.
- To be a supportive member of the wider staff team and take responsibility for your own duties and role.
- To be a positive and professional representative of Brunswick in the wider community. This includes liaising effectively with a wide range of people including parents/carers and staff from external organisations on a regular basis.
- To contribute to record keeping and good administration as needed.

- To be aware of safeguarding for the individual.
- To embrace and promote equal opportunities in the work we do.

## Knowledge & skills

Ability to support people with dignity, respect and genuine care	E
Ability to motivate individuals with enthusiasm and a positive, friendly attitude.	E
Highly skilled in verbal communication, active listening skills and be able to adapt communication to meet the needs of others.	E
Ability to write concisely in clear plain English	E
Excellent inter-personal skills, relationship building and networking skills.	E
Ability to 'think on your feet' and cope with unforeseen circumstances, including adapting plans in response to an individual's state of mind or needs.	E
Ability to support others and assertively, honestly and sensitively discuss issues or interrupt problematic / inappropriate behaviours with people.	E
Ability to plan ahead and make arrangements as needed	E
Ability to contribute to record keeping in individual's personal files	E
Reasonable IT skills including email, internet use, ability to create and amend Word documents.	E
Awareness of health and safety, using safe working practices and risk assessments.	E
Awareness of safeguarding adults	D
To have knowledge of learning difficulties and Autism.	D
<b>Experience</b>	
Experience of working with or supporting people with a range of skills and abilities	D
<b>Personal qualities</b>	
A highly respectful and positive attitude towards people with learning difficulties.	E
Confidence to lead and make decisions within your remit	E
To be a practical, common-sense problem solver and decision maker	E
To be self-aware and able to reflect on personal interactions	E
To be able to keep calm under pressure and focus on working out the solution	E
To be patient and have a generous attitude towards others but not be sentimental	E
Punctual, honest and reliable	E
<b>Special criteria</b>	
Office based hours are usually between 8.30am – 4.30pm. Ability to attend occasional team meetings beyond these hours is desirable.	D
Able to work at evenings and weekends as agreed for each individual contract.	E
This post is subject to a Disclosure and Barring Service (DBS) check.	E
Ability to push a wheelchair and walk alongside people offering support with their mobility needs. (May be Essential or Desirable depending upon the individual).	E/D
A full clean driving licence, able to drive in the UK and access to a car (mileage paid) (May be Essential or Desirable depending upon the individual).	E/D