

<b>Job title</b>	Relief Cover Staff
<b>Reports to</b>	Area Leader (of the work area that they work in the most)
<b>Grade</b>	3
<b>Salary</b>	£18,583.20 full time (40 hours per week), pro-rata for part-time
<b>Hours</b>	This is a zero hours contract. Please read our statement about zero hours contracts at Brunswick.

**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:**

To enable people with learning difficulties ('workers') to enrich their lives through work, developing relationships and building communities.

**Main purpose of the post**

Relief Cover Staff provide cover for staff absences including holidays, training and sickness. Cover can be booked in advance e.g. to cover holidays or required at short notice e.g. to cover illness. The role involves supporting one-to-one, or leading small groups of workers, in their work at Brunswick. You will create a safe and positive environment which offers opportunities for workers to develop their work and social skills; and help them build self-confidence to be an active and valued member of the Brunswick community. Part of our ethos is that everyone can learn, develop and change and we believe that our relationships with each other are at the heart of how we will support this.

**Core responsibilities, tasks and duties:**

**Staff cover and supporting work areas**

- To take responsibility for delivering work sessions for a group of workers (approximately 5 workers in a group) or on a one-to-one basis. For planned absences such as holidays, this will usually involve following instructions left by staff for their group or one-to-one worker. For unplanned cover such as sickness, you will need to be able to identify tasks that the group or one-to-one worker can do.
- To supervise and support volunteers in the group.
- To take responsibility for all in the group to ensure health and safety including safe use of equipment, personal protective equipment (PPE) and that the environment is tidy and safe to work in (training provided).
- To contribute to any record keeping required for the work area eg. Crop records in horticulture.

## **Supporting workers and enabling development**

At Brunswick, we use the Social Model of Disability as a framework to guide how we enable workers to learn, develop and change. 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.

- To provide high quality support that enables the worker to participate. This includes:
  - Creating a stimulating and positive environment that provides fulfilling productive or purposeful opportunities.
  - Being thoughtful of the individual's needs, skills, strengths and potential; and nurturing their future development.
  - Finding creative ways to increase the independence of workers eg. through training, use of equipment, changes in how we organise Brunswick, and the adaption or creation of techniques.
  - Providing a safe working environment for yourself, workers, volunteers and other staff; and more broadly, helping Brunswick to be a safe environment as a whole.
- To motivate, inspire and encourage workers and volunteers in your groups to produce high quality products for sale, and to remedy any quality issues in production.
- To empower each worker, and as far as possible, support the worker to take responsibility for their work and development.
- Promote a positive and professional approach to work with regard to timekeeping, training, standard of work, interest in work and pride in finished jobs.
- To communicate effectively with each worker by adapting your communication to their needs eg. using Makaton / PECS / verbal communication at an appropriate level.
- To build positive relationships with workers, to support them and when appropriate, to challenge behaviour and set clear boundaries.
- 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).

### **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 in the sessions.
- 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 customers, parents/carers.
- To contribute to record keeping and good administration as needed
- To be aware of safeguarding both for workers and for volunteers who may be vulnerable.
- To embrace and promote equal opportunities in the work we do.

## Knowledge & skills

Demonstrable experience of, and skill in, one of our core areas of work (horticulture, crafts, cooking, gardening, office work, basic DIY and woodwork)	E
Ability to support people with dignity, respect and genuine care	E
Ability to plan and adapt tasks for people with different skills and abilities	E
Ability to motivate people 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 and relationship building skills	E
Ability to assertively, honestly and sensitively discuss issues or interrupt problematic inappropriate behaviours with workers, volunteers or staff	E
Ability to lead and supervise a group of people who may all be doing different tasks.	E
Ability to understand written and verbal instructions and follow them through.	E
Able to prioritise and work under pressure to meet deadlines	E
Ability contribute to good recording keeping eg. in worker's personal files	E
Reasonable IT skills e.g. email, internet use, use of Microsoft Word.	E
Awareness of health and safety including safe working practices and risk assessments.	E
Awareness of safeguarding adults and child protection	D
Qualification or training related to at least one of our core areas of work	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
Experience of teaching, tutoring or supporting others to learn.	D
<b>Personal qualities</b>	
A highly respectful and positive attitude towards people with learning difficulties which combines leadership and working with people as equal colleagues.	E
To be a practical, common-sense problem solver and decision maker	E
To be self-aware and able to reflect on interactions with people	E
To be able to keep calm under pressure and focus on working out the solution	E
Punctual, honest and reliable	E
<b>Special criteria</b>	
Reasonable availability for short notice cover ie. We call at 8.30am for a 9.30am start.	E
As a minimum, to be able to work between 9am-3.15pm, and until 4.30pm ideally.	E
To be willing to support at very occasional weekend events such as Springfest.	E
Clean driving licence preferred (a driving licence is essential for Garden Services, woodwork and land crops based at the walled garden) and willingness to drive short distances in larger vehicles such as a pick-up truck or minibus (training provided).	D
Physically fit and able to carry out tasks within the work area eg. Able to lift, carry and reach for items, including some heavy goods such as reams of paper, crates of vegetables, bags of compost, loaded wheelbarrows etc.	E
Ability to be available for relief work during school holidays and at weekends.	D