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|----------------------|----------------------------------|
| <b>ROLE</b>          | Activity Support Worker - Gifted |
| <b>HOURS OF WORK</b> | 20 hours per week                |
| <b>SALARY</b>        | £13 per hour                     |
| <b>REPORTING TO</b>  | Assitant Manager, Gifted         |

### **About The Stable Family Home Trust**

The Stable Family Home Trust (SFHT) is a registered charity that supports people with a learning disability, through the provision of a residential home, seven supported living homes, and day services delivered from sites in Christchurch, Ringwood and Southbourne. Our day services offer a wide range of activities and opportunities that support the development of skills, improve confidence and self-esteem, and enable our service users to live their best lives.

Established in 1980 by a group of families whose young adult children had learning disabilities, the Trust now supports over 100 people every year.

### **OUR MISSION STATEMENT**

People are the foundation of our society and we believe that everyone has a role to play in its success, and our commitment is to support people with learning disabilities to be recognised for their contribution.

### **OUR VISION**

Our vision is a world where people with a learning disability have the same rights as everyone else, have access to the same opportunities as everyone else and receive the support they need, in the way they need it, so that they can live happy, healthy, productive lives as independently as they can.

We believe that every person who uses our services should be supported to achieve their ambitions in a way that celebrates their individuality and uniqueness. Our person-centred approach is inclusive of all and gives our service users the skills and confidence to be ambitious and participate in new opportunities that broaden and enhance their lives.

Our core values and shared objectives are rooted in our belief that every person we support is a valuable member of our society and are equal to everyone else within it.

### **OUR VALUES**

- **Choice** – giving everyone the information they need to make good choices
- **Collaboration** – with our communities to increase participation and achievement
- **Respect** – an environment where everyone is seen, heard and valued
- **Safety** – safe services run by safe people in an environment where everyone is able to speak out without fear
- **Trust** – embracing accountability, honesty and openness at every level across the organisation

## **About the Role**

As part of the team at Day Services, you will provide support on a daily basis to service users that promotes and encourages independent living for all and enables them to live an active and fulfilling life within the community. This particular role can be flexible with regards to hours and days worked.

## **Key Responsibilities**

1. To support service users by training and coaching them in plant care, visual merchandising, serving customers and all other activities that take place on site.
2. Work with colleagues to manage stock and ensure the plant and craft displays are well stocked and maintained.
3. Promote the independence of service users, ensuring their rights and liberties are upheld at all times.
4. Provide simple and concise communication in order to support individuals where there are limitations of understanding.
5. Maintain good relationships with all service users and their families and representatives, colleagues and other professionals involved in their care.
6. Provide support in a way that reflects organisational values and respects the privacy and dignity of service users.
7. Ensure that a positive image of our service users is promoted within the community, reporting any concerns to the Day Services Programme Manager.
8. Follow all risk assessments in place, and creating new risk assessments as directed by the Day Services Programme Manager.
9. Administer prescribed medication where appropriate in line with policy and legislation (training will be provided)
10. Maintain all documentation in line with the Trust's policies and procedures ensuring compliance with the Data Protection Act.
11. Report any concerns regarding inappropriate practice from colleagues or other professional to the Day Services Programme Manager as soon as practicable possible.
12. Follow good practice in person-centred approaches to ensure support meets the needs of service users.
13. Demonstrate the expected standards of personal and professional behaviour and boundaries at all times and undertake any training as required.
14. Proactively promote the Trust's Equality, Diversity and Inclusion Policy with respect to service users and their families, colleagues and external partners.
15. Maintain the confidentiality of all people using our services as required by policy.
16. Undertake any appropriate duties as may be reasonably required on either a short or long term basis.

## **General Responsibilities**

1. Be responsible for your own health and safety and contribute to the overall management of health and safety requirements across the organisation and comply with all the requirements of the Health and Safety at Work Act 1974 in relation to your responsibility for the health and safety of others.
2. Comply with all the requirements of the Data Protection Act 2018 and the General Data Protection Regulations 2018 to ensure the appropriate management of personal and sensitive personal data.
3. Comply with all safeguarding policies and procedures in relation to reporting safeguarding concerns and follow all safety plans that are implemented to manage safeguarding concerns to ensure the safety and wellbeing of service users.

4. Proactively promote the Trust's Diversity, Equity and Inclusion policy to ensure inclusion and equity for all of our people.
5. Respect the right to privacy and the confidentiality of all people using our services, including their families and carers, and maintain appropriate levels of confidentiality relating to colleagues, volunteers and any other person involved in the work of the Trust.
6. Support fundraising events and activities to support the development of the services the organisation delivers when required – this may include evenings and weekends.
7. Positively promote the work of the Trust when attending external meetings, events, and training courses.
8. Attend all training and development opportunities provided by the Trust to support you in your role.

## PERSON SPECIFICATION

A - Application (used for shortlisting); I – Interview

| Essential Experience                                                                                  |     |
|-------------------------------------------------------------------------------------------------------|-----|
| Experience of working with people with learning disabilities or other vulnerabilities                 | A/I |
| Experience of working in a retail setting and interacting with the public                             | A/I |
| Experience of plant care and maintenance                                                              | A/I |
| Essential Knowledge/Skills                                                                            |     |
| Horticultural skills sufficient to grow plants from seeds and cuttings and care for them as they grow | A/I |
| Knowledge of health and safety processes and risk management in an outdoor setting                    | I   |
| Ability to manage conflict and behaviours that may appear challenging in an open plan setting         | I   |
| Desirable Experience/Knowledge/Skills                                                                 |     |
| Hospitality and retail experience                                                                     |     |

## Competencies

- **Collaboration:** Ability to develop and maintain working relationships internally and externally.
- **Communication:** Ability to communicate information clearly in different formats to service users and colleagues.
- **IT Literacy:** Ability to use IT systems for the purposes of email and data management, and to use basic software packages including Microsoft Office (Outlook, Word, Excel, PowerPoint).
- **Proactive:** Self-motivated with a reliable approach to timekeeping, a positive approach to problem-solving and able to work independently or with minimal supervision when required.
- **Systems driven:** Ability to improve processes and develop systems to improve efficiency.

## Other Information

We are strongly committed to ensuring equity and inclusion to ensure the voices of our users and beneficiaries are represented across our organisation to impact on our strategic aims, vision and mission. We particularly welcome applications from people with disabilities, people of colour and people from different socio-economic and educational backgrounds.

**Safer Recruitment:** Safe recruitment is central to the safeguarding of our service users. As part of recruitment, we carry out a vetting and barring check for those successful at interview, but this

does not necessarily exclude applicants with convictions. The DBS check for this role will be at **Enhanced with Barred** check level. Failure to declare any relevant information that is later provided by the Disclosure and Barring Service, may result in any offer of employment being withdrawn.

You will be based at Gifted, our garden centre and café in Highcliffe.