

Job Description – Lead Support Worker

Project: ACC

Work Location: Aldingbourne Country Centre, Near Chichester, PO18 0JP

Directly responsible to: ACC Deputy Manager

Overall responsible to: Trust General Manager

**General Purpose:**

This role requires someone with a positive, flexible and creative attitude to join our Support team at the Aldingbourne Country Centre. You will assist the Senior Support team with all aspects of managing client support activities and welfare, taking an active role in supporting the well-being and development of people with learning disabilities.

You will work as part of a team assisting with the vocational training in work-based social enterprises, enabling people to develop work and social skills, and improve well-being. These include gardening, craft, woodwork, cafe and performing arts. You will support inclusion, communication, expression, social engagement and promoting development, independence and new opportunities while documenting progression and support requirements.

You will work with other agencies and families to develop consistent approaches and support plans, and follow the appropriate response, reporting, recording and review procedures. Aiming to develop peoples’ abilities and confidence and meet their needs to have a positive impact on their daily life, ambitions, well-being and self-esteem.

We embrace a "one team" ethos and employ people who are pioneering and who strive to be outstanding in their role, to ensure that while in our care, the emotional, social, and personal fulfilment needs of the people we support are recognised, assessed, and met. In return, with full training, we empower you to be the best that you can be in this role and as a result we can continue to ensure the people we support remain at the very heart of everything we do.

**Key Terms and Conditions:**

* Salary – up to £22500.86 depending on experience
* Hours of work – 37.5 hours a week - Monday to Friday 8:30-4:30.
* Pension: The Aldingbourne Trust offers a contributory pension scheme to qualifying staff.
* Annual leave: 25 days in each year, pro rata for part time staff. 1 extra day per annum after 5 years of service, up to a maximum of 5 extra days after 10 years.
* Sick leave: After the first month’s service, 2 weeks at full pay in a rolling 12-month period (pro rata if Part Time)
* Emergency family care/ career’s leave: Up to 6 days per annum (pro rata if Part Time)

**Employee Benefits:**

* Life Assurance: 2 x your annual salary
* Employee Assistance Programme
* Bicycle voucher scheme
* Eye care vouchers
* Discounted gym membership
* 10% staff discount at Seasons Nursery (based at Aldingbourne Country Centre)
* 10% in ACC shop, ACC café, Horticulture, MAKE, and MAKE Café.
* Peer Support Groups – Menopause Support, Mental Health First Aid, and Neurodiversity
* Staff and volunteer awards
* Qualify for the national Blue Light Card discount scheme
* £200 refer a friend scheme (payable when the new person starts)

**Duties and Responsibilities:**

* Assist with the delivery of support services at the Centre to meet peoples needs and build on strengths.
* Provide ‘Great Support’ that puts the people we support (PWS) first, promoting their inclusion, rights, independence and choice. Encouraging them to try new experiences and acquire and develop skills.
* Work with the wider team at ACC to promote development, opportunities and engagement for the people we support.
* Support people individually and in groups to provide opportunities, support and teaching to aspire to their full potential.
* Organise and conduct client support, reviews and assessments and track goals. Liaising with other professionals, families and circles of support.
* Engage with other Trust and Community projects to generate ideas, build positive relationships, promote partnership working and the achievements of the people we support.
* Lead and support volunteers, relief, and other staff to create a positive team dynamic.
* Take personal responsibility for your personal health and safety, and that of the people we support by implementing health and safety procedures and safe methods of working including pro-actively reporting issues and potential hazards. Participate in security arrangements.
* Accurate and timely record keeping and administration.
* Ensure support plans are comprehensive and up to date and provide ongoing documentation on individuals progress in line with these plans.
* Provide support in accordance with agreed plans & Trust policies & values.
* Recognize and implement safeguarding procedures to protect the people we support, which includes whistleblowing when appropriate.
* Support people to become as independent as possible. Demonstrating genuine respect for people with learning disabilities, keeping people, places & items safe, using risks as opportunities.
* Responsible for treat everyone with dignity and respect, ensuring their confidentiality is maintained.
* Embrace person centered approaches and achieve positive outcomes.
* Provide personal care if it is required.
* Identify & manage any conflict, deal with any concerns/complaints in a professional & timely manner.
* Ensure self-awareness - mutually supportive relationships, dealing with stress, taking holidays, asking for advice and/or support when needed.
* Be a role model - you are not expected to be perfect, but you are expected to act with integrity within and outside the Trust.
* Ensure you maintain a program of continuing professional development.
* To perform any other duties that are commensurate with the post and may be specified from time to time by the organisation.
* This post is a regulated activity. As the post holder, you will be expected to undertake a DBS check, at enhanced level and against the Adult Barring List. Regulated activity (adults) as defined by the Safeguarding Vulnerable Adults Groups Act 2006 from 10th September 2012, for the purposes of this post are: providing personal care, assistance with general household matters, conveying people. We have assessed this post and are satisfied that it is reasonable and that the post holder will be required to engage in any or all these regulated activities.

**Person Specification:**

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| **Essential:**  |
| * Reliable team worker.
* Positive, patient, and flexible approach to support people to achieve independence.
* Good planning and organisational skills
* IT/Administration/Reporting experience
* Effective communication and listening skills.
* Problem solving skills and personal adaptability.
* Proactive, self-motivated and a desire for self-development.
* Due to the location of the Centre, own transport is essential.
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| **Desirable:** |
| * Experience in working with people with learning disabilities.
* Skills and experience that relate to the Centre’s social enterprises – woodwork, craft, cookery, horticulture, gardening, maintenance and performing arts.
* D1 driving licence to provide occasional cover assisting in the transportation of the people we support.
* Makaton, BSL or communication passports/exchange systems
* Experience of delivering personal care
* Knowledge and understanding of relevant legislation and policy.
* Relevant experience of project planning, coordination, or management.
* Basic Digital photography and IT skills to photograph artwork
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