

Job Description – Lead Support, Wood Craft Department

Project: ACC

Work Location: Aldingbourne Country Centre PO18 0JP

Directly responsible to: ACC Deputy Manager

Overall responsible to: Trust Deputy CEO

**General Purpose:**

This role requires someone with a positive, flexible and creative attitude to work within our support team at the Aldingbourne Country Centre. You will be responsible for leading the Wood Craft department, supporting people with learning difficulties to play an active role within the centre and undertake work-based projects.

You will plan and allocate daily tasks and activities for the People We Support (PWS) to be supported to engage in. Promoting development and independence and documenting progression and support requirements. You will report to the Senior Support team and also liaise with the Wood Senior Staff and Events Teams on products and materials.

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:**

* Hours of work; Monday to Friday 8:30 - 4:00. 35 hours a week

**Duties and Responsibilities:**

* Support people to achieve tasks and develop work and personal skills within the Wood Department
* Support opportunities and engagement at the Centre and beyond.
* Provide ‘Great Support’ that puts the PWS first.
* Lead the wood department.
* 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
* Accurate and timely record keeping and administration.
* Ensure support plans are comprehensive and up to date.
* Provide support in accordance with agreed plans & Trust policies & values
* Recognise 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.
* 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.
* 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:**

* Ability to support and motivate
* 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.
* Positive, patient and flexible approach to support people to achieve independence.
* Reliable
* Due to the location of the Centre, own transport is essential.
* Skills and experience creating products, particularly working with Wood
* Experience in working with people with learning disabilities
* Makaton, BSL or communication passports/exchange systems
* D1 driving licence to provide occasional cover assisting in the transportation of the people we support
* Experience of delivering personal care

**Key Terms and Conditions:**

* 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% in ACC shop, ACC café, Horticulture, Make and Make Café.
* Flu Vaccinations
* £200 refer a friend scheme (payable when the new person starts)