**Job Description: My Network + Coordinator**

Our job description is in 2 parts. This first page applies to ALL staff who work at the Aldingbourne Trust.

The 3 levels (basic, stretch & magic) are our framework for providing the best support, whatever our jobs.

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| **Magic- making a big difference** |
| * Actively supporting people with their dreams/wishes/potential - thinking beyond today
* Coaching others
* Learning from & celebrating success

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| **Stretch – developing yourself** |
| * Self development - a willingness to step outside of your comfort zone
* Learning/questioning/finding out - are there better ways of doing something?
* Working with others in a mutually supportive, professional manner - not just the usual suspects -

knowing your local community, linking people with learning disabilities, colleagues & volunteers to improve opportunities, contacts, networks & results* Actively seeking, hearing & acting on feedback
* Challenging complacency & poor performance
* Reviewing/planning/ your own work & doing what you say you will
* Sharing your skills/coaching others across the Trust
* Supporting change, able to identify & overcome barriers

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| **Basics – the fundamentals, these must happen** |
| * Understanding & actively supporting the Trust's values, aims & policies through your own actions
* Supporting people to become as independent as possible. Demonstrating genuine respect for

people with learning disabilities, keeping people, places & items safe, using risks as opportunities* Listening, respecting other viewpoints. Maintaining confidentiality
* Self awareness - mutually supportive relationships, dealing with stress, taking holidays, not building up lieu time, asking for advice and/or support
* Good time keeping, attendance & reliability. Sharing information & your views, suggestions/

concerns. Communication & paperwork up to date & accurate, courteous, accurate & concise * Being a role model - you aren't expected to be perfect, but you are expected to act with integrity within and outside the Trust
* Spending wisely, stopping and reducing waste.

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This section of your job description is specific to your job role. We think every job has some fundamental skills which fit with what we believe people need to be good at in order to provide the best support.

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| **Risk taker:-** | **Networker / Bridgebuilder:-** | **Coach:-** |
| Risks seen as opportunities & threats. Gets basics right – e.g. medication, safeguarding, health & safety. | Knowing who can/will fulfil needs outside of the “usual suspects”. Asks, seeks, finds out. Familiarity with Trust vision & values. | Supporting people to take responsibility and action, encouraging free thinking, listening & questioning skills, non-judgemental |
| **Support provider:-** | **Teacher:-** | **Adventurer:-** |
| Arranging support, clear plans, outcomes, monitoring, admin & organisational skills, meeting regulatory requirements | Learner centred. Understanding of pace, resources and learning. Not prepared to give up. Will try different approaches. | Creative, beyond status quo, able to step out of comfort zone, listening, understanding people, overcoming resistance & complacency |
|  | **Mediator:-** |  |
|  | Advocating, listening, moving out of “I know best culture”. Resolves conflict, does not avoid conflict |  |

**Detail of your job description**

**Project:**  My Network

**Job Title:** My Network + Coordinator

**Work Location:**  Home based with travel across area

**Directly responsible to:** My Network + Manager

**Overall responsible to:**  The Managing Director, Aldingbourne Trust

**General purpose:**

The My Network + service is a key project within the Aldingbourne Trust providing information, advice, guidance and support to people with learning disabilities and their carers. The My Network + Coordinator will effectively and efficiently provide this service in the community across their designated area.

The purpose of the role is to promote empowerment and independence in the people we support by, for example, supporting them to maintain their tenancies, organising their benefits, finances, supporting people to attend health appointments, as well as providing opportunities for the people we support to socialise thereby reducing social isolation.

The My Network + Coordinator will work with a caseload of people we support and work closely with other agencies to promote independence amongst people with learning disabilities.

**Main duties:**

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| **Support Provider** |
| * Self-manage and prioritise work to ensure an efficient service
* Balancing caseloads while maintaining contact with people supported by the services
* To ensure that My Network + maintains the correct paperwork and records, including the production of reports
* To keep information up-to-date
* Respond to requests for information / clarification from colleagues and organisations we work with, including Community Learning Disability Team
* Follow agreed procedures for the safeguarding and handling of people’s finances
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| **Networker / Bridgebuilder** |
| * Co-working with other professionals, teams across Aldingbourne Trust and within the West Sussex Consortium Network.
* Build strong relationships with members
* Build and maintain an extensive knowledge of the local community
* Identify and research local support and opportunities
* To deal with telephone and general enquiries as appropriate
* Work with the management and staff to maintain accurate information, including the production of reports
* Effectively participate in staff meetings, training courses and seminars
* To actively promote the Trust, engage with the community and positively raise awareness about everything we do.
* To actively share job opportunities, marketing messages and fundraising events within your day to day network
* To communicate any relevant contacts, networking groups, enterprising opportunities or ideas you have to your Manager for consideration.
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| **Coach** |
| * Help members solve their own issues when appropriate, encourage independence and resilience
* Help members to build capacity in life skills such as cooking
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| **Mediator** |
| * Communicate with external organisations and Aldingbourne Trust projects
* Maintaining contact with MN+ members
* Build and maintain positive working relationships with colleagues, members, adult social care, health workers and other organisations you work with
* Identify and manage any conflict, deal with any concerns / complaints in a professional and timely manner
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| **Risk Taker** |
| * Risk taking in this context is about trying new approaches, not about risk taking MN+ members, or staff or volunteers
* Ability to problem solve, and unpick complex situations e.g. multiple issues of debt, housing, relationships, benefits
* To work within all the Health and Safety requirements, preparing and reviewing risk assessments as required, ensuring that all duties are performed within the statutory Health and Safety requirements

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| **Teacher** |
| * Working knowledge of welfare benefits
* Support members with basic IT support
* To be familiar with and implement the values of Aldingbourne Trust
* Demonstrate best practice provision of information, advice and guidance to colleagues
* Able to effectively lead and supervise groups of people
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| **Adventurer** |
| * Help people to become as independent as possible and use mainstream services
* Personal flexibility to support members as and when they need help
* To step out of comfort zone, to explore and consider innovative approaches to meet the Trust’s objectives
* Consider the use of technology in enhancing performance
* Promote the Aldingbourne Trust as an employer and service provider of choice
* Ensure you maintain a programme of continuing professional development
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| **Additional Duties and requirements:** |
| * To perform any other duties which 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 likely that the post holder will be required to engage in any or all of these regulated activities.
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**The Person Specification: My Network + Coordinator**

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| **Essential:**  |
| * Excellent IT skills, including basic excel, good research skills in order to research local support and opportunities
* Ability to self-manage and prioritise
* Excellent communication skills including interpersonal and written skills with experience of writing reports and letters
* Excellent organisational skills including balancing a caseload and maintaining contact with people supported by the service
* Flexible (not a 9-5pm job) with some out of hours work required
* A working knowledge of welfare benefits (we do have a benefits advisor who can assist)
* Ability to pay attention to detail
* Creative and lateral thinker to help people to become as independent as possible and use mainstream services
* Ability to problem solve and unpick complex situations e.g. multiple issues of debt, housing, relationships, debt
* Knowledge of the local community
* Excellent organisational skills including ordering supplies, maintaining databases and maintaining contact with people supported by the service
* Excellent co-working with other professionals and within the consortium
* A motivational and inspirational leader able to lead groups with differing abilities and be able to manage challenging behaviour where necessary
* Full drivers’ licence and access to a car
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| **Desirable:** |
| * Relevant qualification (e.g. IAG, Social Welfare, Communication or Social care)
* Relevant experience of benefit work e.g. writing submissions, or representing individuals at tribunal
* Experience of working with people with learning disabilities/autism
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| **Last Updated:** |
| August 2021 |

**Terms and Conditions: My Network + Coordinator**

* Salary FTE: £21.258.20 – £24,460.53 (starting salary dependent on your skills and experience)
* Pension: The Aldingbourne Trust offers a contributory pension scheme
* Life Assurance: x2 your annual salary
* Annual leave: 33 days in each year including Bank Holidays. I extra day per annum after 5 years of service, up to a maximum of 5 extra days after 10 years, pro rata for part time staff
* Sick leave: After the first month’s service, 2 weeks at full pay in a rolling 12 month period (pro rata Part Time)
* Emergency family care/carer’s leave: Up to 6 days per annum (pro rata where Part Time)
* Employee Assistance Programme
* Cycle Scheme
* Discounted gym memberships at The Arena, Bognor – Dream Fitness, Bognor – Mountbatten, Portsmouth
* Free admission to the Aldingbourne Country Centre for up to 2 adults and 2 children
* £50 refer a friend scheme
* Eye care vouchers
* Flu vaccinations