

# Job Description and Person Specification

**Job Title:** Community Support Worker – Community Wellbeing Team

**Salary:** £15,913

**Employment Status:** 28 Hours Per Week

**Responsible To:** Coordinator

**Location:** Weoley Castle Community Centre & Across Birmingham

	CRITERIA	EVIDENCE
<b>Experience</b>	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience of supporting adults with additional needs, using a person-centred approach.</li> <li>• Experience of working in a community setting and building community links.</li> <li>• Knowledge of community services</li> </ul> <p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Experience of facilitating and delivering a range of recreational wellbeing activities in the community e.g. arts and crafts, cooking etc.</li> <li>• Identifying individualised needs and outcome planning.</li> <li>• Experience of communicating effectively with stakeholders (inc: citizens, families/carers, volunteers and partners).</li> </ul>	Application Form and Interview.
<b>Skills, Abilities &amp; Attributes</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• The ability to work as part of a team as well as on your own initiative.</li> <li>• Accuracy and attention to detail.</li> <li>• Excellent interpersonal and communication skills, both written and oral.</li> <li>• A flexible approach to work.</li> <li>• Excellent organisational skills.</li> <li>• The ability to plan and manage your own time and prioritise your workload.</li> <li>• Available to work evenings and weekends</li> </ul>	Application Form and Interview.

<p><b>Additional</b></p>	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience of working with and supporting volunteers.</li> <li>• Knowledge of accessible communication methods.</li> <li>• The ability to design and deliver your own activity sessions.</li> <li>• Have relevant health and social care qualifications.</li> </ul> <p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Have a current driving licence with access to own transport</li> </ul>	<p>Interview and Application Form</p>
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## Who We Look For

Are you a **warm, personable**, and **caring** individual who can motivate and a wide range of people with all abilities?

Do you have **passion** for what you do & **sports and recreational wellbeing activities**, and a strong **communicator** and have excellent **problem-solving** skills?

Midland Mencap is looking to recruit a **Community (Wellbeing) Support Worker** to support to citizens to continue to participate in our Community Hub wellbeing programme across Birmingham.

We place a high value upon **integrity, ethical standards**, and a commitment to **excellence**.

Midland Mencap's Community Hub service is constantly evolving in our pursuit of delivering the **best** life outcomes for **everyone** who accesses our services. To achieve these goals, we need individuals who are prepared to **drive progress** and interact **confidently** with staff, citizens, families, and professionals.

We seek applications from candidates who thrive in a **fast-paced** environment and who can bring their **skills, high-standards**, and **care experience** to a role where no two days are the same.



## What Does A Community (Wellbeing) Support Worker Do?

You will be part of a highly motivated and co-production focused community project, which primarily supports citizens with disabilities and additional needs and their families, to access a wide range of meaningful social, leisure and sport/recreational activities that increases self-confidence, improved health & wellbeing and develops communication and social skills.

In addition to our core citizen group, you will play an enthusiastic part in developing and supporting opportunities to the wider local community, ensuring the service is a well-known and well-regarded place in the community, local citizens can come to for support in a range of key wellbeing outcomes.

**Special condition:** This role is exempt from the Rehabilitation of Offenders Act 1974. The post holder will be subject to an Enhanced Disclosure with the Disclosure and Barring Service (DBS). The successful applicant will be responsible for the cost of the Enhanced Disclosure.

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You will help provide outcome focused, person-centred and citizen led sport and recreational wellbeing activities, which empower citizens to become active members of their community. You will achieve this by assisting with the planning and delivery of a fun and varied activity timetable which will involve both internal and external facilitation, at our bases across Birmingham and at times in Walsall.

## MAIN DUTIES AND RESPONSIBILITIES:

- Facilitate, and assist in the planning of a wide range of social, leisure and sport/recreational activities and opportunities based on identified need over a 7-day week.
- To follow a person-centred approach when providing activities and support for adults (and their family/carers) with additional needs/disabilities.
- To take the lead for specific tasks as designated by the coordinator.
- To mentor and support new staff during their probationary period.
- Update and maintain online databases and filing systems.
- Collate evidence of impact against personalised and service outcomes.
- Develop positive and trusting relationships with citizens and their families to support them to fully engage in activities and to remain as independent as possible.
- Respond to general enquiries via phone, email, and in person.
- Work with colleagues across Midland Mencap to develop joint activities and opportunities where possible.
- Ensure the safety and wellbeing of adults by proactively managing safeguarding principles and practises.
- Attend staff meetings before and after sessions on a planned basis to discuss and assess the progress of the service and attend training sessions.
- Follow financial and administrative procedures as directed by the Community Coordinator
- Follow first aid procedures and keep records of all accidents, incidents and treatment given.
- Ensure that responsibilities are carried out in accordance with Health and Safety legislation and be aware and respond to health and safety issues.
- Ensure appropriate professional boundaries with adults, parents and carers, staff and volunteers are maintained across the service.
- Be available to work flexible hours city-wide across a 7-day a week rota.
- Carry out any other tasks as deemed appropriate by the organisation.
- Comply with all Midland Mencap policy and procedures and relevant legislation; including GDPR & Equal Opportunities.

**This job description is an outline of the duties and responsibilities a coordinator will be expected to fulfil. It may be revised at any time according to changing need of the service.**

Midland Mencap reserves the right to alter the content of this job description, after consultation, to reflect the changes to the position without altering the general character or level of responsibility. The duties carried out in job description must be carried out in a manner that promotes equality of opportunity, dignity and due respect of all employees and citizens and is consistent with Midland Mencap equal opportunities policy.