



## **JOB DESCRIPTION**

### **Activities Worker**

**General:** The Rose Road Association is a Registered charity who exist to enhance the lives of disabled children, adults and their families by providing a wide range of essential, information and support services across Hampshire and the surrounding counties. The post holder will be expected to operate in line with our workplace values which are: Working Together, Person Centred, Trust and Respect, Pride and Passion, Quality and Standards, Fun and Celebration.

**Responsible to:** Activity Leader

**Hours:** As a guide, we ask that applicants are available to work two Saturdays a month and/or two Wednesday evenings a month during term time. And /Or Three days during school holidays, half-term/Easter and at least two weeks in the Summer. Staff are not required to accept all hours offered however advance notice will be provided of all hours available.

**Salary:** £9 - £9.46 per hour depending on the hours worked.  
The week day rate is £9 per hour.  
The Weekend rate is £9.46 per hour.

**Conditions & Benefits** The Rose Road Association is an equal opportunities employer. All casual staff undergo group supervision and receive full training and are encouraged to take advantage of career opportunities within Rose Road. Normal Association conditions of service apply:

- 25 days annual leave per annum
- Training and Development
- Employee Benefit Programme

**Closing Date:** Open application process

**DBS Check:** This post is subject to an Enhanced Disclosure by the Disclosure & Barring Service

**Qualifications:** Previous experience is not required, however participation in basic training is expected. An appropriate level 3 Diploma or equivalent is desirable.

**Purpose:** Working in one of our holiday activity schemes, Saturday clubs or afterschool groups, your role will be to provide appropriate, practical, social and emotional support for disabled children and young people to fully participate in planned activities, including trips out in the community, free-play and structured play at the scheme venue. Our holiday activities run from a number of different locations, including Hythe, Southampton and Ringwood. Saturday Clubs run from Hythe and Southampton and after school clubs run from Southampton only.

**Activities** – To provide support and encouragement to 6-19 year olds to participate in a range of age appropriate activities, including sensory and creative play, days out to community activity Centres and theme parks, games and free play, using equipment and toys provided for the scheme. Developing independence skills through play and leisure encouraging creativity, inclusive play and social interaction. To share in the responsibility of setting up and clearing away equipment and toys.

**Safeguarding** – to follow the Associations policies and procedures in relation to safeguarding, To ensure that you are familiar with reporting protocols and your responsibility in identifying and acting on any safeguarding concerns, incidents or poor safeguarding practice within the scheme. To ensure that people who attend the schemes are protected from harm (full training provided).

**Personal Care** – Some children who attend the scheme may need help with personal Care including help with eating (orally or through feeding tubes), using the toilet or taking their medication. You will be required to follow the Associations policies and procedures in relation to Infection Control and the safe Moving and handling of people. To ensure that dignity and respect are maintained at all times (full training provided).

**Reporting and Recording** - To ensure that the care and support plan is followed and any changes based on observations or feedback are reported to the activity leader. To maintain confidentiality and complete clear and accurate records as required

**Transport** – To escort children/adults whilst travelling in Rose road transport to Community venues. This post does not require you to be able to drive.

**Communication** – To show support and commitment to learning and using different communication methods/aids to re-assure and support everyone who attends the activity scheme enabling choice and maximum participation in all aspects of the day.

**Team work** – To fully embrace the Associations values and to work positively as part of a team. To actively listen and respect the individuality of all staff and young people. To take pride in your work and work to the best of your ability. To support colleagues and maintain positive relationships, resolving conflict as it arises. To enjoy your work.

**Professional Development** - To attend and actively participate in group supervision sessions with the Activity scheme leader. To complete all required training and show a commitment to continuously improving practice.

To undertake other duties that may be required by The Association to contribute to the development of the scheme and to maintain a positive environment for the children and young people

To demonstrate commitment to the ethos of the Association.

**(Please see attached document)**

## PERSON SPECIFICATION – What we need from you? Support Worker

This section outlines the things we need from a Support Worker. You'll see that we don't always need specific qualifications or experience, but you will need to be able to demonstrate certain personal qualities.

The essential criteria are things that you must have in order to do the job. Desirable criteria are the things that it would be useful to have or things that you could be trained to do.

Education and training	
Essential Criteria	Desirable Criteria
Some posts will require the ability to drive. (This will be highlighted in the Job Description)	Level 3 Diploma in Health and Social Care or equivalent
	Care Certificate

Achievements, experience, skills & abilities	
Essential Criteria	Desirable Criteria
Able to be caring, sensitive and patient while supporting people to be as independent as possible	Previous experience of working with vulnerable people in a home, community, or education setting.
Keen to work with disabled people and to demonstrate empathy and compassion	Recent experience of working with people with Learning Disabilities, Physical disabilities or sensory impairments, or people using a range of Communication methods /aids
Enthusiasm to make a difference to people's lives	Recent experience of providing personal care in a work or non-work setting and/or of supporting people with behaviour that can challenge
The ability to read and write well enough to understand guidelines, policies and records Level of comprehension to complete clear and accurate records.	Experience of CQC or OFSTED regulated services and the required records which evidence Good and Outstanding care
Experience of handling money and a level of numeracy to be able to account for domestic expenditure	Experience of handling money that belongs to other people or handling petty cash
Ability to listen, understand and respond to people positively, always putting the person that's being supported first	Experience of contributing to a person centred review process and/or of using a range of person centred planning tools

Ability to get on well with people and work in harmony with others, by both challenging and helping people to develop and learn from their experiences	Experience of working in a work team setting. Experience of coaching and mentoring colleagues to improve practice
To be physically able to meet the requirements of the role	Experience of moving and handling people
To have a level of IT literacy to be able to send and receive emails and to be able to find and print information.	Experience of using IT to record and find information, as well as creating documents in Word, Excel or using a CRM database.

### Values and Behaviours

The 'I' statements describe the values and essential behaviours that we believe in at Rose Road and they apply to all staff, volunteers, trustees and the people who use our services

#### Our Values

- Working Together
- Trust and Respect
- Person Centred
- Pride and Passion
- Quality and Standards
- Fun and Celebration

#### Our behaviours

**I will actively Listen**, to whatever is communicated to me: by gesture, facial expression, body tension or posture, sign language, objects of reference, in writing or voice. I will try to the best of my ability to understand and respond in a timely and respectful way.

**I will respect others**, I respect and treat others, as I would wish to be respected and treated myself. I will be honest, open and trustworthy

**I will involve others**, I involve individuals in coming to decisions that affect them, I offer choice and opportunities and encourage independence.

**I will take pride in my everyday work**, I participate and contribute to the best of my ability and share my experience willingly and freely

**I will work to the best of my ability**, I listen to feedback and strive to achieve high standards in my practice

**I will find things to celebrate**, I recognise that all achievements, no matter how small they might be are cause for celebration.

